

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: DCI/Pers

7D19 Hqs.

EXTENSION

NO.

DATE

7 January 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. O/DCI
7D60 Hqs.

2.

3. O/DDCI
7D60 Hqs.4. DCI/SS
7D60 Hqs.5. OLL/PAO
7B24 Hqs.6. OIG
6E18 Hqs.

7. OGC

8. Ex. Sec.
7E13 Hqs.9. History Staff
316 Ames10. COMPT
7C21 Hqs.11. NIC
7E47 Hqs.12. Planning Staff
7E13 Hqs.13. Ex. Dir.
7D55 Hqs.14. SRP
5G00 Hqs.

15.

If any of your employees are not eligible for or interested in the Agency Summer Only Program, they may find the attached Federal Summer Job Brochure useful. Please announce availability at your staff meetings.

Thank you,

ES: Anne ai
Kathy KAC
Joyce Jm

EL: Jim J
et al.
JRP
CW
WW

P135

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OPM Summer Jobs Program for 1985

FROM

Summer Only Coordinator
207 Ames

EXTENSION

NO

DATE

3 January 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DCI/Admin Staff
7-D-19 Has.
Attn: [redacted]

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Copies of the Office of Personnel Management's Announcement No. 414 on its Summer Jobs Program for 1985 are attached for distribution to your personnel officers.

As the number of applicants for the Agency's Summer Only Program invariably exceeds the available openings, [redacted]

[redacted] those who cannot be accommodated may be interested in applying for Summer jobs in other Government agencies.

A Headquarters Notice calling attention to OPM's Summer Jobs will soon be issued. The HN will advise that you have copies of the OPM Announcement No. 414 and will make them available to Agency employees for their information.



United States
Office of
Personnel
Management

Summer Jobs for 1985

**Opportunities
in the Federal
Government**

**Announcement No. 414
December 1984**



TABLE OF CONTENTS

	Page
Information Applicable to All Summer Jobs	1
Group I.....	2
Describes the requirements and procedures for applying for clerical jobs in grades GS-1 through GS-4, and lists jobs that may be available. Apply directly to the agencies listed.	
Group II.....	7
Describes the requirements and procedures for applying for other jobs in grades GS-1 through GS-4, and lists jobs that may be available. Apply directly to the agencies listed.	
Group III	13
Describes specialized positions in grades GS-5 and above requiring at least a bachelor's degree or equivalent experience. Apply directly to the agencies listed.	
Group IV	19
Provides information on Trades and Labor jobs. Apply directly to the agency where you would like to work.	
Group V.....	19
Furnishes information on the Summer Employment Program for Needy Youth. Apply according to the instructions outlined under that section.	
List of Office of Personnel Management Federal Job Information/Testing Offices	20
Addresses of Departments and Agencies.....	22

NOTICE TO ALL APPLICANTS

THE NUMBER OF SUMMER JOBS AVAILABLE IS RELATIVELY SMALL IN COMPARISON TO THE LARGE NUMBER OF APPLICANTS WHO FILE FOR SUMMER EMPLOYMENT CONSIDERATION WITH THE FEDERAL GOVERNMENT. ONLY A SMALL PERCENTAGE OF APPLICANTS WHO APPLY ARE HIRED. THEREFORE, YOU SHOULD NOT LIMIT YOUR EFFORTS TO OBTAIN SUMMER WORK SOLELY WITH THE FEDERAL GOVERNMENT.

INFORMATION APPLICABLE TO ALL SUMMER JOBS

Summer jobs are located in Federal agencies and departments throughout the United States. The majority of jobs are in large metropolitan areas.

The jobs and/or occupational fields included in this announcement are the kinds of jobs that the agencies and departments listed **expect** to fill. The listings are not all inclusive. The agencies and departments listed may have other kinds of jobs available or may not be able to fill all of the jobs that have been anticipated.

This announcement covers primarily jobs in the Washington, D.C. metropolitan area. Employment opportunities in other geographic areas are described in regional supplements to this announcement. You may obtain a supplement covering your area of work preference from the Office of Personnel Management (OPM) Federal Job Information/Testing Office nearest the location of your choice. The addresses of Federal Job Information/Testing Offices are listed on pages 20 and 21 of this announcement.

If you wish information on employment opportunities in an agency that is not listed in either the announcement or the supplement, you should contact that agency directly to find out if applications are being accepted for summer employment and what jobs might be available. Agency addresses may be obtained from Federal Job Information/Testing Offices or from local telephone directories under the listing "United States Government."

Postal Service Jobs

Questions about Postal Service employment should be directed to the Post Office where employment is desired.

Equal Employment Opportunity

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, handicap, or political or personal favoritism.

Citizenship

To apply for jobs in the competitive civil service, you must be a United States citizen.

Members of Family

In order to consider for summer employment the son or daughter of an agency employee, that agency must follow certain procedures to assure that the son or daughter is not given preference over other candidates.

Work Permits

Some State laws require persons under the age of 18 to obtain a work permit before being employed; therefore, applicants who are under 18 should check with State or local authorities for specific requirements.

Reemployment

Under some circumstances persons who worked for a Federal agency during a previous summer may be reemployed by the same agency without having to file under Announcement 414 procedures. To find out about reemployment possibilities, contact the agency where you worked before.

Additional Information

For general information about Federal employment and current information on salaries, contact a Federal Job Information/Testing Office at the addresses listed on pages 20 and 21 of this announcement.

How To File With Federal Agencies

Opportunities for summer employment in each of the agencies and departments listed are extremely limited. Because of the large volume of applications received, most agencies will not acknowledge or return your application. In most cases, only those applicants who are selected for appointment will be notified.

Once you are sure that you meet the experience/education and skill requirements for the job(s) in which you are interested, file the forms indicated below with each agency where you wish to be considered for summer employment. Be sure to specify the type of job(s) for which you wish to be considered, the lowest grade level you will accept, and the location where you are willing to work. If additional information is needed, it will be included in an agency's listing and should be submitted at the time you apply. Incomplete applications will not be considered.

If you have occasion to inquire about your application after it has been mailed, direct your inquiry to the same address to which your application was sent. You should provide the agency with sufficient information so that your inquiry can be matched with your application.

If you are currently a student, please include on your application forms any courses which you will complete in the spring of 1985.

Forms

The Standard Forms (SF) and OPM Forms described in this announcement may be obtained from Federal Job Information/Testing Offices, or any OPM Area Office. **Do not** use U.S. Government postage paid envelopes.

- SF-171—Personal Qualifications Statement. Use your permanent home address on this form and on all correspondence with agencies.
- OPM Form 1170/17—List of College Courses and Certificate of Scholastic Achievement. This form must be completed by all applicants who are applying for employment based on education. List all undergraduate courses you will have completed by the end of the current school year, including credit hours you expect to earn. Compute your grade point average.
- SF-15—Claim for 10-Point Veteran Preference. Submit this form with a photocopy of appropriate proof, if you are claiming 10-point veteran preference.

Application Deadlines

Except as noted below, you may file your application with each agency and department where you wish to be considered for summer employment between:

MARCH 15 AND APRIL 15, 1985

Filing dates for some agencies vary from this period. Be certain to note individual deadlines. APPLICATIONS FOR JOBS COVERED BY THIS ANNOUNCEMENT WHICH ARE POST-MARKED AFTER THE DEADLINE DATE WILL NOT BE ACCEPTED.

The addresses of the agencies and departments listed are included on pages 22 through 24 of this announcement.

GROUP I CLERICAL JOBS, GS-1/4

Jobs Covered

The jobs in this group are in grades GS-1 through GS-4 and include such clerical occupations as:

Claims Clerk	Mail and File Clerk
Clerk	Payroll Clerk
Clerk-Typist	Personnel Clerk
Clerk-Stenographer	Procurement Clerk
Coding Clerk	Staffing Clerk
Data Transcriber	Statistical Clerk
Editorial Clerk	Supply Clerk
Information Receptionist Clerk	Travel Clerk
Intelligence Aid/Clerk	

Who May Apply

To apply for jobs in this group, you must be at least 18 years of age, or at least 16 years of age *and* a high school graduate at the time you report for work.

Experience/Education Requirements

Most of the jobs in this group also require education or experience. The following table shows the amount of education or experience generally required for eligibility at each grade level:

Grade	Weekly Pay*	Experience or Education
GS-1	\$174	No education or experience required
GS-2	\$195	High school graduation or 6 months experience
GS-3	\$213	1 year college or 1 year experience
GS-4	\$239	2 years college or 2 years experience

*estimated

There is no written test for these jobs. All applicants who meet the requirements listed above should file directly with the Federal agency where they would like to work.

Additional Requirements for Typist and Stenographer Applicants

If you are applying for a typist or stenographer position, you must meet the following skill requirements:

Typist, (Trainee), GS-1	30 words per minute
Typist, GS-2, GS-3, GS-4	40 words per minute
Stenographer	80 words per minute

Your proficiency in typing and shorthand may have been gained through schooling, employment (including paid or volunteer work) or otherwise. You will certify to the speed at which you can type and/or take dictation on the application form. You should be able to type/take dictation accurately at the required speed. YOUR CLAIMED PROFICIENCY MAY BE VERIFIED AT THE TIME OF APPOINTMENT. IF YOU ARE UNABLE TO MEET THE SKILL REQUIREMENTS AT THAT TIME, YOU WILL NOT BE APPOINTED.

Agency for International Development

Filing Deadline: January 31

Typists—Stenographers, GS-2/3/4

Positions are located in the Washington, DC area. Because of the large volume of applications anticipated, no acknowledgment of receipt will be made.

Department of Agriculture

Agricultural Research Service

Typist, GS-2/3/4

Positions are located in Beltsville, and Hyattsville, MD.

Animal and Plant Health Inspection Service

Typists, GS-2/4

Positions located in Washington, DC and Hyattsville, MD.

Personnel Operations

Filing Dates: February 1 through March 1

Mail Clerks—Typists, GS-2/3/4

Positions are located in Washington, DC. Submit an SF-171 and OPM Form 1170/17.

Department of the Air Force

Andrews Air Force Base

Filing Deadline: April 15

Typists—Stenographers

Jobs at grades GS-2/4 located in the Washington, DC metropolitan area. Most positions available are for typists. Use Andrews AFB address. Submit SF-171 and OPM Form 1170/17. Typist applicants who have proficiency certificates should submit them with their applications.

Headquarters

Filing Dates: January 9 through March 16

Clerks—Typists

Primarily typist positions. Located at the Pentagon, Andrews AFB, Bolling AFB, Buzzard Point, and a limited number of positions in McLean, VA. Submit SF-171 and OPM Form 1170/17. Typist applicants who have proficiency certificates should submit them with their applications.

Department of the Army

Harry Diamond Laboratories

Filing Deadline: February 15

Typists, GS-2/4

Positions located in Adelphi, MD; Woodbridge and McLean, VA.

All Other Army Activities in MD, VA, and DC:

Filing Deadline: March 15

Typists—Clerks, GS-2/4

Competition is keen. A separate application must be submitted for each type of position. Applicants for Typists positions are required to type a minimum of 40 words per minute. All applicants must submit a complete and signed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in spring 1985. Applications will not be returned and only candidates selected for employment will be notified. Consideration cannot be guaranteed if application is sent to any other Department of the Army office. Most jobs will be located at the Pentagon, Nassif Building on Columbia Pike, Ft. Myer, Pulaski Building on Massa-

chusetts Avenue, Hoffman and AMC Buildings in Alexandria, Ft. Belvoir, and Walter Reed Medical Center.

Department of Commerce

Filing Deadline: March 1, except as noted

Bureau of the Census

Filing Deadline: April 1

Clerks—Typists—Statistical Clerks

Jobs at grades GS-2/4 located in Suitland, MD, a suburb of Washington, DC. ALL APPLICANTS MUST SUBMIT AN SF-171 AND OPM FORM 1170/17.

International Trade Administration

Typists

Located in Washington, DC.

National Bureau of Standards

Filing Deadline: January 31

Clerks—Typists—Stenographers

Jobs are at grades GS-1/4 and located in Gaithersburg, MD (a suburb of Washington, DC). Applicants must submit an SF-171 and must certify to their typing or shorthand speed on the SF-171.

National Oceanic and Atmospheric Administration

Typists—Clerks

Located throughout the Washington, DC metropolitan area (Camp Springs, Riverdale, Rockville, Silver Spring, and Suitland, MD; Georgetown, Washington, DC).

Office of the Secretary

Organizations included are: Bureau of Economic Analysis, National Telecommunications and Information Administration, Office of the Under Secretary for Economic Affairs, Minority Business Development Agency, National Technical Information Service.

Typists—Stenographers—Clerks

Positions are located in Washington, DC; Germantown, MD; and Springfield, VA (DC metropolitan area). Applicants should submit an SF-171 and must indicate location(s) for which application is made.

Office of Inspector General

Clerks—Typists

Jobs at grades GS-2/4 located in Washington, DC.

Patent and Trademark Office

File Clerks—Clerks—Typists

Located in Arlington, VA (suburban Washington, DC). All applicants must submit an SF-171 and OPM Form 1170/17, List of College Courses and Certificate of Scholastic Achievement.

Commodity Futures Trading Commission

Filing Deadline: April 15

Clerks—Typists

Primarily typist positions located in Washington, DC. Applicants must submit an SF-171 (certify typing speed) and OPM Form 1170/17.

Consumer Product Safety Commission

Filing Dates: March 15 through April 15

Typists

Limited number of positions located in the Washington, DC and Bethesda, MD areas.

Department of Defense

Defense Communications Agency

—Defense Communications Agency/Joint Data Systems Support Center

Filing Deadline: February 15

Data Entry Clerks—Typists, GS-2/3/4

Positions are located in Arlington, VA. 10 vacancies are anticipated. Send applications to the Defense Communications Agency address listed in back of this announcement.

Defense Logistics Agency

Filing Dates: March 15 through April 15

Clerks—Typists—Stenographers

Located in Alexandria, VA.

.....
—Defense Depot Tracy

Filing Dates: January 1 through April 15

Typists, GS-1/2/3

Located in Tracy, CA.

.....
—Defense Contract Administration Services Region, Los Angeles

Filing Dates: March 15 through April 15

Typists—Clerks (including File, Procurement, Employee Development, and Staffing Clerks)

Located in Northern and Southern California and Seattle, WA.

Uniformed Services University of the Health Sciences

Filing Dates: January 15 through January 31

Typists

Positions are located in the Bethesda, MD area. Submit an SF-171.

Washington Headquarters Services

Filing Dates: January 1 through January 15

Typists—Stenographers

The majority of the positions available will be filled by reinstatement. Previous WHS employees are eligible for reinstatement if they submit an SF-171 and OPM Form 1170/17. Security clearances will be required which involve lengthy background investigations. Candidates will be listed on a random basis for employment consideration.

Department of Education

Filing Deadline: March 30

Typists, GS-2/3

Positions are located in Washington, DC. All applicants should submit a completed SF-171 and be able to type 40 words per minute.

Environmental Protection Agency

Filing Dates: February 15 through April 15

Typists—Stenographers, GS-2/3/4

Limited number of jobs located in Washington, DC. All applicants should submit a completed SF-171.

Federal Communications Commission

Filing Dates: March 15 through April 15

Typists, GS-2/4

Positions in various headquarters offices of the Commission. Evidence of typing proficiency or self-certification should be included.

Federal Home Loan Bank Board

Filing Dates: March 15 through April 15

Typists—Stenographers

Limited number of positions available in Washington, DC.

General Accounting Office

Filing Dates: January 30 through March 2

Typists, GS-2/4

Approximately 50 positions located in the Washington, DC area.

General Services Administration

National Capital Region

Filing Dates: February 15 through March 15

Clerks—Typists

Positions located in Washington, DC. Applicants wishing consideration for these positions must enter "Group I" under item #1 on the SF-171.

Department of Health and Human Services

Office of the Secretary (OS)

Filing Dates: February 15 through March 15

Typists—Stenographers, GS-2/3/4

Most positions located in Washington, DC; a few located in Rockville and Baltimore, MD. Applicants should indicate location(s) for which application is being made.

Office of Human Development Services (OHDS)

Filing Dates: January 14 through March 15

Typists

Located in Washington, DC.

Public Health Service (PHS)

Filing Dates: January 1 through March 15 for jobs in the following Public Health Service agencies:

—Alcohol, Drug Abuse, and Mental Health Administration (ADAMHA)

Typists—Clerks—Stenographers

Located in Rockville and Bethesda, MD.

.....
—Centers for Disease Control (CDC)

Typists

Positions located in Atlanta, GA.

.....
—Food and Drug Administration (FDA)

Typists

Located in Bethesda, Rockville, and Silver Spring, MD; and Washington, DC.

.....
—Health Resources and Services Administration (HRSA)

Typists

Located in Rockville, MD

.....
—National Institutes of Health (NIH)

Clerks—Typists—Stenographers—Administrative Aids

Located in Bethesda, MD.

—Office of the Assistant Secretary for Health (OASH)

Typists

Located in Hyattsville and Rockville, MD; and Washington, D.C.

—Saint Elizabeths Hospital (SEH)

Typists

Limited number of jobs located in Washington, DC.

Social Security Administration

—Office of Child Support Enforcement (OCSE)

Typists

10 positions located in the Rockville, MD headquarters office located at 6110 Executive Boulevard. SF-171 should be submitted to the Social Security Administration's address listed in back of the announcement.

Department of Housing and Urban Development

Filing Dates: January 1 through February 15

Clerks—Typists, GS-1/4

Approximately 20 positions will be available at the Headquarters Office in Washington, DC. All applicants must submit an SF-171. Typist applicants who have proficiency certificates should submit them with their applications.

Inter-American Foundation

Filing Dates: February 15 through April 15

Typists (Bilingual), GS-3/4

Fluency in Spanish or French required. Previous experience preferred. Limited number of jobs located in Rosslyn, VA. All applicants must submit an SF-171 and an OPM Form 1170/17. The OPM Form 1170/17 must include the applicant's grade point average. Applicants employed by the Federal Government last summer should submit a copy of SF-50, Notification of Personnel Action. Applications received before or after the filing dates will not be considered.

Department of the Interior

Office of Surface Mining

Filing Dates: January 14 through February 11

Typists

Located in Washington, DC.

Bureau of Mines

Filing Deadline: April 15

Typists, Mineral Information Clerks

Limited number of jobs located in Washington, DC.

Bureau of Land Management

Filing Dates: March 15 through April 15

Typists—Stenographers

Limited number of jobs located in the Washington, DC metropolitan area.

U.S. Geological Survey

Filing Dates: March 1 through April 1

Typists

Located in Reston, VA.

Office of the Secretary

Filing Deadline: April 1

Typists

Limited number of jobs in Washington, DC.

Minerals Management Service

Filing Dates: February 15 through March 15

Typists—Clerks

Located in Washington, DC; Reston, Herndon, and Vienna, VA.

National Park Service

Filing Deadline: April 15

Typists—Stenographers

Limited number of jobs available nationwide.

U.S. Fish and Wildlife Service

Filing Deadline: April 15

Typists—Stenographers

Limited number of jobs located in the Washington, DC metropolitan area.

International Trade Commission

Filing Dates: February 15 through March 15

Typists, GS-2/3/4

Limited number of positions available in the Washington, DC metropolitan area. To apply, submit SF-171 and OPM Form 1170/17.

Department of Justice

Offices, Boards, Divisions of DOJ

Filing Dates: February 1 through February 28

Typists—Stenographers—Clerks

Located in Washington, DC. Submit SF-171 and OPM Form 1170/17 if applicable to: U.S. Department of Justice, Summer Employment Group I, Room 6259, 10th and Pennsylvania Avenue, N.W., Washington, DC 20530.

Drug Enforcement Administration

Filing Deadline: February 15

Typists—Stenographers—Clerks

Approximately 35 positions at grades GS-2/4 in the Washington, DC metropolitan area. Background investigation is required. Submit SF-171 and OPM Form 1170/17 if applicable.

Department of Labor

Filing Deadline: April 1

Typists—Clerks

Most positions are at grades GS-2/4, and are located in Washington, DC and Arlington, VA. For field positions, contact the appropriate Regional office listed in back of this announcement.

Department of the Navy

Secretariat/Headquarters Civilian Personnel Office

Filing Dates: February 15 through March 15

Typists, GS-2/4

Approximately 50 positions located in the Washington, DC metropolitan area.

Consolidated Civilian Personnel Office, Crystal City

Filing Dates: March 1 through April 1

Typists, GS-2/3/4

The primary location of these positions will be at Crystal City, Arlington, VA.; however, a few positions are also available at the Washington Navy Yard, Washington, D.C. and the Hoffman Bldg., Alexandria, VA. Submit SF-171 and OPM Form 1170/17, List of College Courses.

Consolidated Civilian Personnel Office, Washington

Filing Dates: January 15 through February 15

Clerks—Typists

Limited number of positions, GS-2/3/4 located in the Washington, DC metropolitan area. A very few positions may be filled in Maryland (Annapolis, Solomons Island, Patuxent Naval Air Station, Cheltenham, or Fort Meade), and Arlington, VA. Most positions are for typists. In addition to the SF-171, applicants employed by the Federal Government last summer should submit a copy of SF-50, Notification of Personnel Action. Applications received before or after the filing dates will not be considered. Applicants should specify position title, grade level and location for which applying.

Naval Intelligence Command

Filing Dates: March 15 through April 15

Clerks—Typists, GS-1/4

Positions are located in Suitland, MD. Submit an SF-171.

Naval Medical Command National Capital Region**Typists**

70 positions located in Bethesda, MD and Washington, DC. Submit SF-171 and OPM Form 1170/17. Forms can be requested from the agency.

Headquarters Marine Corps**Typists, GS-2/4**

Approximately 30 positions located in Arlington, VA, performing general clerical and/or light typing duties.

Nuclear Regulatory Commission

Filing Dates: February 1 through April 15

Typists—Stenographers—Clerks

Jobs are available at the grade 2, 3 and 4 level. Most positions are located in Washington, D.C.; Bethesda and Silver Spring, MD, within walking distance to the Metro. A limited number are also available in Rockville, MD. Applicants should indicate location(s) preference. Submit SF-171 and proficiency certificate, if available. Due to the large volume of applications anticipated, no acknowledgement of receipt will be made.

Office of Personnel Management

Filing Deadline: April 15

Typists—Clerks—other related positions

Jobs at grades GS-2/4 (typing usually required) located in Washington, DC. For positions in other parts of the country, contact regional offices directly to learn if applications are being accepted. Addresses of regional offices may be obtained from your local Federal Job Information/Testing Office. If you have attended college, attach a transcript or list of college courses (OPM Form 1170/17).

Pension Benefit Guaranty Corporation

Filing Deadline: February 15

Typists, GS-2/3/4—Inventory Clerks, GS-2—Pension Benefits Clerks, GS-4—Premium Control Clerks, GS-4—File Clerks, GS-4

Limited number of positions in Washington, DC. Submit SF-171 and self-certification form (for typist positions).

Securities and Exchange Commission

Filing Deadline: March 15

Clerks—Typists—Stenographers

Limited number of positions located in Washington, DC. Submit SF-171 and self-certification form (for steno/typist positions).

Department of State

Filing Deadline: December 31

Typists—Stenographers, GS-2/4

Jobs are located in Washington, DC. Because a lengthy background investigation is required of each applicant, opportunities are best for those who apply early, although applications will be accepted through December 31, 1984. There may also be a few positions for clerks. Typing and/or stenography skills will be verified; therefore, if you have a proficiency certificate please submit a copy of it with your application.

Department of Transportation**Office of the Secretary**

Filing Dates: January 15 through March 15

Typists—Stenographers

Positions are with the Office of the Secretary, Office of Inspector General, Research and Special Programs Administration, Federal Railroad Administration, and the Federal Highway Administration. They are in Washington, D.C. at grades GS-2/4. For positions in other parts of the country, contact the Department of Transportation Personnel Office with jurisdiction over the geographic area where you wish to be employed. Addresses and telephone numbers can be obtained from the telephone directory under "U.S. Government." Applicants must submit an SF-171.

Federal Aviation Administration

Filing Dates: January 15 through March 15

Typists—Stenographers

Limited number of jobs at grades GS-2/4 located in Washington, DC. Applicants must submit an SF-171.

Federal Highway Administration Eastern Direct Federal Division

Filing Dates: January 1 through April 15

Typists

A limited number of GS-2/4 positions will be filled in Arlington, Virginia. Applicants must submit an SF-171. Applications will not be returned and only candidates selected for employment will be notified.

National Highway Traffic Safety Administration

Filing Dates: January 15 through March 15

Typists

Limited number of jobs at grades GS-3/4 located in Washington, DC. Applicants must submit an SF-171.

Department of the Treasury**Office of the Secretary**

Filing Dates: March 15 through April 15

Typists—Stenographers

A limited number of positions at grades GS-2/4 will be available in Washington, DC. Please submit a photocopy of SF-50, Notification of Personnel Action, if you were employed by the Federal Government last summer.

Internal Revenue Service*Filing Deadline: March 15***Typists—Stenographers—Statistical Clerks**

Positions are at the GS-2/3/4 levels. The jobs are located both in and outside of the Washington area. For jobs in Washington, send your application to the IRS address listed with Agency Addresses in this booklet. For jobs outside of Washington, send the application to the IRS Personnel Office nearest to the place where you wish to work. Please submit a photocopy of SF-50, Notification of Personnel Action, if you were previously employed by the Federal Government. Submit a completed SF-171 and OPM Form 1170/17. For a typist and/or stenographer position, applicants must certify to their typing or stenographic speed on the SF-171.

U.S. Customs Service*Filing Deadline: March 15***Typists—Audit Clerks—Payroll Clerks—Statistical Clerks**

Positions are located in Washington, DC. Applicants for typist positions are required to type at least 40 w.p.m. Applications should contain correct home and school address and telephone numbers.

Typists, GS-2/3/4 Customs Aids, GS-4

A limited number of positions will be available in Chicago, IL; Pembina, ND; and Great Falls, MT. Applicants should apply directly to the North Central Regional Personnel Office and specify for which location they are applying.

Typists—Inspectional Aids

Typist positions will be available at various locations in Boston, MA; Baltimore, MD; Bridgeport CT; Buffalo, NY; Ogdensburg, NY; Philadelphia, PA; Portland, ME; Providence, RI; and St. Albans, VT. Inspectional Aid positions will also be available in Boston, MA, and Buffalo, NY. Applicants should apply directly to the Northeast Regional Personnel Office and submit separate applications for each location.

Bureau of Alcohol, Tobacco, and Firearms**Clerks—Typists**

Approximately 80 positions at grades GS-1/4 will be available in Washington, DC; Arlington, VA; and Rockville, MD.

Bureau of Engraving and Printing*Filing Deadline: April 1***Clerks—Typists—Administrative Aids**

About 15 positions at the GS-2/3/4 grade levels. Most positions are for typists. All positions are located in Washington, DC.

Bureau of the Mint*Filing Dates: March 15 through April 6***File Clerks—Typists—Information Receptionists**

A limited number of positions will be available in Washington, DC; Philadelphia, PA; Denver, CO; San Francisco, CA; West Point, NY; and Fort Knox, KY. Applicants should apply directly to the office where they wish to work.

Bureau of Government Financial Operations*Filing Dates: January 15 through March 15***Clerks—Typists—Accounting Clerks—Data Transcribers**

A limited number of positions will be available in the Washington, DC area.

Office of the Comptroller of the Currency*Filing Deadline: February 28***Typists—Office Clerks**

Approximately 30 positions at grades GS-2/3/4 will be available in Washington, DC.

—Office of the Comptroller of the Currency (Western District)
Filing Deadline: February 28

Typists

Positions are located in California.

Bureau of the Public Debt*Filing Dates: February 1 through March 15***Clerks—Typists**

Approximately 35 positions at grade GS-3 will be available.

U.S. Savings Bonds Division*Filing Dates: March 18 through April 30***Typists, GS-1/3**

A limited number of positions located in the Washington, DC metropolitan area. Applicants must submit an SF-171 and OPM Form 1170/17 and must certify to their typing speed. Applications received before or after the filing date will not receive consideration.

U.S. Information Agency*Filing Dates: January 2 through February 15***Clerks—Typists**

Positions at grades GS-1/4 are located in Washington, DC. A complete background investigation is required. Submit an SF-171.

Veterans Administration*Filing Deadline: April 15***Clerks—Typists—Stenographers—Word Processors**

Limited number of positions will be available at the VA's Central Office. Applications will not be returned and only candidates selected for employment will be notified. Instructions on "How to File with Federal Agencies" must be followed.

For employment at VA facilities outside of Washington, DC, contact the personnel office at the medical center, regional office, or data processing center where you wish to work.

GROUP II NONCLERICAL JOBS, GS 1/4

The jobs in this group are in grades GS-1 through GS-4 and involve duties of a subprofessional or nonclerical nature. For these jobs you must be at least 16 years of age.

Examples of some of the jobs included in Group II are:

Accounting Technician	Illustrator
Biological Aid/Technician	Lifeguard
Computer Assistant	Mathematics Aid/Technician
Computer Operator	Medical Aid/Technician
Economic Assistant	Museum Aid/Technician
Engineering Aid/Technician	Nursing Aid/Assistant
Engineering Draftsman	Park Aid/Technician
Firefighter	Physical Science Aid/Technician
Guide	Recreation Aid/Assistant
Health Aid/Technician	Survey Aid/Technician

Applicants are not required to pass a written test in order to apply for jobs in this group.

Most of the jobs in Group II require education or experience appropriate to the type of work for which you apply. As a mini-

mum, you must have education or experience or a combination of both in the following amounts:

Grade	Education/Experience
GS-1	No education or experience.
GS-2	High School graduation or 6 months experience.
GS-3	1 year academic study above the high school level or 1 year experience.
GS-4	2 years academic study above the high school level or 2 years of experience.

Department of Agriculture

Agricultural Research Service

Filing Deadline: April 15

Biological Aids, GS-2/3/4—Physical Science Technicians, GS-4—Library Aids/Technicians, GS-2/3/4

Biological Aid positions are located in Frederick and Beltsville, MD. Other positions are located in Beltsville, MD.

Forest Service

Filing Dates: December 1 through January 15

Forestry (timber, fire, wildlife, recreation)—Range—Civil Engineering—Surveying, GS-2/3/4

It is anticipated that very few new summer positions will be filled. Interested applicants should review OPM Regional supplements for those areas in which they are interested in working or contact Forest Service Regional Offices directly to determine job opportunities prior to submitting applications.

Applications may be filed in ONLY ONE Region. Specify the Forest where employment is desired. Applicants will be given consideration for employment in that Forest only.

Computerized application form, FS-6100-23, "Application for Temporary Employment," must be used and may be obtained from any Forest Service Office. Applications postmarked after January 15 will not be accepted.

Personnel Operations

Filing Dates: February 1 through March 1

Computer Clerks, GS-3/4

Positions are located in Washington, DC and require 2 years of study above the high school level which included at least 12 semester hours (or equivalent) in ADP related courses of study and practice. Submit an SF-171 and OPM Form 1170/17.

Department of the Air Force

Andrews Air Force Base

Filing Deadline: April 1

Lifeguards

Jobs at grade GS-2 located at Andrews and Bolling AFB. Use Andrews AFB address: 1176 ABW/DPCS, Andrews AFB, Washington, DC 20331. Applicants must possess valid Senior Life Saving Certificate and Cardio-Pulmonary Resuscitation Card.

Department of the Army

Harry Diamond Laboratories

Filing Deadline: February 15

Engineering Aids—Computer Assistants—Physical Science Aids

Positions at GS-2/4 located in Adelphi, MD; Woodbridge and McLean, VA. Separate applications must be submitted for each type of position.

All other Army activities located in MD, VA, and DC

Filing Deadline: March 15

Engineering Aids—Computer Assistants—Accounting Technicians—Editorial Assistants—Biology Aids—Physical Science Aids—Pharmacy Aids

Positions at grades GS-2/4. Competition is keen. A separate application must be submitted for each type of position. All applicants must submit a complete and signed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in Spring 1985. Applications will not be returned and only candidates selected for employment will be notified. Consideration cannot be guaranteed if application is sent to any other Department of the Army office. Most jobs will be located at the Pentagon, Nassif Building on Columbia Pike, Ft. Myer, Pulaski Building on Massachusetts Avenue, Hoffman and AMC Buildings in Alexandria, Ft. Belvoir, and Walter Reed Medical Center.

Lifeguards, GS-1/4

All applicants must submit a complete and signed SF-171 and OPM Form 1170/17 which includes all courses expected to be completed in Spring 1985. All applicants must also submit a copy of a valid Water Safety Certificate and/or Water Safety Instructor (WSI) Certificate. Applicants must be 16 years of age by May 13, 1985. Applications will not be returned and only candidates selected for employment will be notified. Consideration cannot be guaranteed if application is sent to any other Department of the Army office. Most jobs will be located at Ft. McNair, Ft. Myer and Ft. Belvoir pools.

Department of Commerce

Bureau of the Census

Filing Deadline: April 1

Computer Assistants

To be eligible you must be a U.S. citizen and a college student, or have the equivalent experience. Jobs are at grades GS-3/4 and are located in Suitland, MD, a suburb of Washington, DC. Applicants must submit an SF-171, and OPM Form 1170/17, including page 4 of the latter form. A computed grade point average and a list of college courses completed or to be completed by the end of the current school year must be included with the application. Applicants will be considered ineligible if all forms are not complete when they are submitted.

International Trade Administration

Filing Deadline: March 1

Economics—Marketing—Business Administration—International Relations

Positions are at grades GS-2/4 and are located in Washington, DC. Applicants must be U.S. citizens. Applicants will be considered ineligible unless a completed OPM Form 1170/17 is submitted with the SF-171. Applicants must check the appropriate boxes in Part III of the OPM Form 1170/17 and compute their grade point average. All undergraduate courses must be listed, including those to be completed in the spring. On the SF-171, applicants must provide the number of semester/quarter hours to be completed by the end of the current school year, and show the month and year they expect to receive their degree.

National Oceanic and Atmospheric Administration

Filing Deadline: March 1

Cartographic Technicians—Computer Assistants—Engineering Aids—Mathematics Aids—Physical Science Aids—Accounting Technicians

Jobs at grades GS-2/4 located in the Washington, DC metropolitan area (Camp Springs, Riverdale, Rockville, Silver Spring, Suitland, MD; Georgetown, Washington, DC). Applicants will be

considered ineligible unless a completed OPM Form 1170/17 is submitted with the SF-171. (Students graduating from high school must provide a transcript or list of all courses taken and those to be completed by end of school year.) The note at the top of page 4 of OPM Form 1170/17 should be disregarded. Applicants must check the appropriate boxes on page 4 and compute their grade point average. All undergraduate courses must be listed, including those to be completed in the spring. On the SF-171, applicants must provide the number of semester/quarter hours to be completed by the end of the current school year, and show the month and year they expect to receive their degree.

Commodity Futures Trading Commission

Filing Deadline: April 15

Economic Assistants

Positions located in Washington, D.C. Applicants must submit SF-171 and OPM Form 1170/17 or current transcript.

Department of Defense

Defense Communications Agency

—Defense Communications Agency/Joint Data Systems Support Center

Engineering Aids/Technicians, GS-2/3/4—Computer Clerks/ Assistants, GS-2/3/4

Positions located in Arlington, VA. 15 vacancies are anticipated. Send applications to Defense Communications Agency address in back of this announcement.

.....
—Defense Communications Engineering Center

Filing Deadline: February 15

Engineering Aids/Technicians (Electrical/Electronics Specialty Only)—Computer Clerks/Assistants (Computer Science Specialty Only), GS-2/3/4

10 vacancies are anticipated in Reston, VA.

Defense Logistics Agency

—Defense Depot Tracy

Filing Dates: January 1 through April 15

Engineering Draftsman/Office Draftsman, GS-3/4

Located in Tracy, California.

.....
—Defense Contract Administration Services Region, Los Angeles

Filing Dates: March 1 through April 15

Engineering Aids—Quality Assurance Technicians—Accounting Technicians

Located in Northern and Southern California and Seattle, WA.

—Defense General Supply Center

Filing Dates: March 15 through April 15

Engineering Aids—Computer Clerks, GS-4

Located in Richmond, VA.

Uniformed Services University of the Health Sciences

Filing Dates: January 15 through January 31

Biological/Physical Science Aids

Positions are located in the Bethesda, MD area and require a background in biology, chemistry, biochemistry, and/or microbiology. Submit an SF-171 and OPM Form 1170/17 (or college transcript).

Washington Headquarters Services

Filing Dates: January 1 through January 15

Business Administration/Management—Public Affairs— Communications—Political Science—Government—International Relations/Affairs—Mathematics/Computer Science—History— English/Journalism—Economics

The majority of the positions available will be filled by reinstatement. Previous WHS employees are eligible for reinstatement if they submit an SF-171 and OPM Form 1170/17. Security clearances will be required which involve lengthy background investigations. Candidates may be listed on a random basis for employment consideration.

Submit an SF-171 and OPM Form 1170/17. Applicants must show grade point average for undergraduate and graduate work through the last completed semester on their OPM Form 1170/17, and indicate if they plan to attend school in the fall.

Department of Education

Filing Deadline: March 30

Business Administration—Computer Science—Accounting— Statistics—Social Science, GS-3/4

Positions are located in Washington, DC. Submit SF-171 and college transcript or OPM Form 1170/17. They must include a grade point average.

Environmental Protection Agency

Filing Dates: February 15 through April 15

Computer Science Clerks—Engineering Aids—Physical Science Aids

Limited opportunities in other fields. Positions are at grades GS-2/3/4 and are located in Washington, DC. All applicants should submit a completed SF-171 and OPM Form 1170/17 or transcript.

General Services Administration

National Capital Region

Filing Dates: February 15 through March 15

Business Administration—Computer Science—Contracting— Engineering—Liberal Arts—Management—Public Administration— Real Estate

Located in Washington, DC. Submit SF-171 and OPM Form 1170/17. Applicants wishing consideration for positions in this group must enter "Group II" under item #1 on the SF-171.

Department of Health and Human Services

Office of the Secretary (OS)

Filing Dates: January 14 through January 28

Accounting Technicians—Computer Clerks

Most positions located in Washington, DC; a few located in Rockville, MD. Applicants should indicate location(s) for which application is being made. A completed OPM Form 1170/17 must be submitted with the SF-171; those who fail to do so will be found ineligible. Applicants must show their grade point average for undergraduate work through the last completed semester on Form 1170/17.

Office of Human Development Service (OHDS)

Filing Dates: January 14 through March 15

Child Development/Child Welfare—Social Welfare—Community Welfare—Vocational Rehabilitation—Gerontology—Management and Program Analysis—Economics/Statistics/ Operations Research—other related fields

Located in Washington, DC. Include proof of acceptance into college from registrar, Dean, or counselor.

Public Health Service (PHS)

Filing Dates: January 1 through March 15 for all jobs in the following Public Health Service agencies:

—National Institutes of Health (NIH)

Nursing Assistants (jobs at grade GS-3 for third year nursing students)—Science/ Engineering Aids—Computer Clerks—other closely related fields

Include grade point average on OPM Form 1170/17. Most positions located in Bethesda, MD; a few located in Baltimore and Frederick, MD; and Hamilton, MT. Applicants should indicate location(s) for which application is being made.

—Saint Elizabeths Hospital (SEH)

Nursing Assistants—Recreation Assistants

Limited number of jobs located in Washington, DC.

Department of the Interior

U.S. Geological Survey

Filing Dates: February 1 through March 1

Physical Science Aids and Technicians

Limited number of positions for students majoring in Cartography, Geology, Photogrammetry, Geophysics, Geodesy, Land Surveying, Physical Geography, Computer Science, Remote Sensing, and Mathematics. Located in Reston, VA.

Bureau of Mines

Filing Deadline: April 15

Computer Clerks

Limited number of jobs located in Washington, DC.

Office of Surface Mining, Reclamation and Enforcement

Filing Dates: January 14 through February 11

Physical Science Aid/Technician—Biological Aid/Technician—Economic Assistant—Accounting Technician

Positions in Washington, DC. Students with backgrounds in the environmental sciences. Candidates with backgrounds in Business Administration for Economic Assistant and Accounting Technician positions.

National Park Service

Limited number of summer jobs are available throughout the country. Applicants should contact any National Park Service Regional Office for specific information on how to apply. Special forms, obtainable from the Regions, are required for some jobs, including Seasonal Park Technician and Seasonal Park Aid.

Filing Deadline: January 15 (postmarked)

Park Technician and Park Aid

Technician, GS-4, requires 1-1/2 years experience of a general nature in a park or related environment and 6 months specialized experience directly related to park operations. Two years of college study may be substituted for the required experience if course work includes any field-oriented natural science, history, archaeology, police science, or park and recreation management.

Park Aid, GS-3, requires 1 year of general park-related experience or 1 year of college study as described above.

Park Aid, GS-2, requires 6 months of general park-related experience or a high school education or equivalent.

Applicants for the above jobs must be at least 18 years old by May 13. Positions with law enforcement and public safety duties have special requirements and are limited to persons at least 21

years old. Park Technician or Aid jobs with lifeguard duties at seashore or river areas may require passing a performance test to determine physical endurance and stamina. Some positions may require special skills, knowledges, and abilities such as public speaking, natural science, park and recreation management, dramatic arts, etc. APPLICATIONS POSTMARKED AFTER JANUARY 15, 1985 WILL NOT BE ACCEPTED.

Filing Deadline: February 28

Technicians: Social Science—Biological—Architectural

Students will be involved in providing assistance in collecting data on historic places; integrated pest management programs, wildlife, fisheries, and vegetation management activities and evaluating, interpreting, and graphically delineating historic sites.

Students must have at least two years of study in an accredited college/university pursuing course work in these specific fields. Application forms and instructions may be obtained by contacting the National Park Service, WASO Personnel Office, 18th and C Streets, N.W., Room 2328, Washington, DC 20240.

Filing Dates: Applications accepted on a year-round basis. Most positions filled between May 1 and July 1.

Technicians and Aids in: Engineering (civil/mechanical)—

Landscape Architecture—Architecture—Surveying—Drafting—Archaeology

Positions are at grades GS-4 and below. Most of the jobs are located in Denver, CO. These positions are usually filled by students attending accredited colleges pursuing coursework in these specific fields, but this is not mandatory. For GS-3, completion of 1 year of college study is required; for GS-4, completion of 2 years of college study is required. As most jobs are located in Denver, CO, contact the NPS Denver Service Center, 755 Parfet Street, Denver, CO 80225 for specific information and appropriate application forms.

Filing Deadline: February 28

Accounting Technicians—Physical Science Aids/Technicians

Limited number of positions located in the Washington, DC metropolitan area.

Filing Deadline: February 28

Architectural Technicians for Historic American Building Survey/ Historic American Engineering Record Summer Recording Team Projects

Limited number of GS-4 positions will be available in various parts of the country including Washington, DC.

Students with at least two years of study in an accredited college/university that included coursework in architectural drafting and procedures utilizing graphic reproduction techniques may apply. Also an ability to evaluate, interpret, and graphically delineate historic engineering, industrial, and architectural sites is required.

Application forms and instructions may be obtained by contacting HABS/HAER Program Coordinator in the Regional Personnel Offices where the positions are located. These Offices are identified with an asterisk under Agency Addresses in back of the announcement. (See National Park Service listing.)

Minerals Management Service

Filing Dates: February 15 through March 15

Accounting Technicians—Engineering Aids/Technicians—Physical Science Aids/Technicians

Limited number of positions for students majoring in geology, geophysics, mining, petroleum engineering, or accounting. Located in Washington, DC; Reston, Herndon, and Vienna, VA.

International Trade Commission

Filing Dates: February 15 through March 15

Business Administration—Economics—Marketing—Finance—Computer Science—International Trade/Relations

Limited number of positions at GS-3/4 available in the Washington, DC metropolitan area. To apply, submit SF-171 and OPM Form 1170/17.

Department of Justice

Drug Enforcement Administration

Filing Deadline: February 15

Computer Clerk/Assistant

Limited number of positions available in Washington, DC. Background investigation required. Submit SF-171 and OPM Form 1170/17.

Department of Labor

Filing Deadline: April 1

Economic Assistant—Social Sciences Assistant—Statistical Assistant—Library Science—Law—Industrial Hygiene—Program Assistant—Engineering—Computer Science—Wage Hour Assistant—Research Assistant—Management Assistant—Math Aid—Accounting Technician

Limited number of positions available in Washington, DC. Applicants must submit with their applications either a copy of their college transcript or OPM Form 1170/17. For field positions, contact the appropriate Regional office listed in back of this announcement.

Department of the Navy

Secretariat/Headquarters Civilian Personnel Office

Filing Dates: February 15 through March 15

Accounting Technicians

Limited number of positions available at the GS-4 level in the Washington, DC metropolitan area. Applicants must have completed at least 2 years of education above the high school level (60 semester hours or 90 quarter hours) of which at least 6 semester hours or 9 quarter hours are in accounting.

Consolidated Civilian Personnel Office, Crystal City

Filing Dates: March 1 through April 1

Engineering Aids—Accounting Aids Computer Clerks, GS-3/4

The primary location of these positions will be at Crystal City, Arlington, VA., however, a few positions are also available at the Washington Navy Yard, Washington, D.C. and the Hoffman Bldg., Alexandria, VA. Submit SF-171 and OPM Form 1170/17, List of College Courses.

Naval Intelligence Command

Filing Dates: March 15 through April 15

Computer Operators, GS-2/4—Computer Assistants, GS-1/4

Positions are located in Suitland, MD. Submit an SF-171.

Naval Medical Command National Capital Region

Biological Aids—Engineering Technicians

25 Biological Aid positions will be filled in Bethesda, MD and 10 Engineering Technicians in Washington, DC. Submit SF-171 and OPM Form 1170/17. Forms can be requested from the agency.

Naval Ordnance Station

Filing Dates: March 15 through April 15

Engineering Aid/Technician, GS-3/4—Computer Assistant, GS-2/3/4

Limited number of positions located in Indian Head, MD (approximately 25 miles south of Washington, DC; no public transportation). Submit SF-171 specifying position title and grade level for which applying and OPM Form 1170/17, which **must include** applicant's grade point average.

Naval Research Laboratory

Filing Dates: January 21 through February 15

Physical Science Aids—Engineering Aids—Computer Assistants

Jobs at grades GS-2/3/4 located in Southwest, Washington, DC. Since few positions are available in relation to the number of applicants, priority is given to students with a superior academic record. Include any pertinent awards and honors with application forms.

Nuclear Regulatory Commission

Filing Dates: February 15 through March 15

Engineering Aids—Physical Science Aids, GS-4

Positions are available in Washington, DC; Silver Spring and Bethesda, MD, within walking distance to the Metro. A limited number of positions will also be available in or near Atlanta, GA; Philadelphia, PA; Chicago, IL; Dallas, TX and San Francisco, CA.

Applicants with majors in health physics or the engineering disciplines of mechanical, electrical, nuclear, chemical and civil will be considered. Applicants should have completed a minimum of two years of college and have some knowledge of computers. Those selected will assist engineers or scientists in providing technical support services in the collection and compilation of technical data for various reports and studies relating to the public health and safety and regulation of civilian nuclear power plants.

Management Aid—Mathematics Aid, GS-4

Limited positions exist for management and mathematic aides with backgrounds in accounting, personnel, computer science, mathematics and statistics.

Applicants must submit an SF-171 and copies of official college transcripts. Applicants should indicate location(s) preference. Due to the large volume of applications anticipated, no acknowledgement of receipt will be made.

Office of Personnel Management

Filing Deadline: April 15

Accounting Technicians—Computer Assistants—other related positions

Limited number of positions available in Washington, DC at GS-4. Applicants must have 2 years of college or experience to qualify. For the Accounting Technician, preference will be given to applicants with majors or experience in the field of budget, accounting, including clerical work in payroll. Applicants must have 12 semester hours or 18 quarter hours in any ADP related courses to qualify for Computer Assistant. Attach a transcript or list of college courses (OPM Form 1170/17).

Pension Benefit Guaranty Corporation

Filing Deadline: February 15

Mathematics Aid, GS-3/4—Accounting Technician, GS-4

Limited positions located in Washington, DC. Submit SF-171 and OPM Form 1170/17.

Department of Transportation

Office of the Secretary

Filing Dates: February 1 through March 1

Engineering Aid—Mathematics Aid—Computer Clerk

Positions are with the Office of the Secretary, Research and Special Programs Administration, Federal Railroad Administration, and Federal Highway Administration. They are in Washington, DC at grades GS-2/4. For positions in other parts of the country, contact the Department of Transportation Personnel Office with jurisdiction over the geographic area where you wish to be employed. Addresses and telephone numbers can be obtained from the telephone directory under "U.S. Government." Applicants must submit an SF-171 and OPM Form 1170/17 (include grade point average).

Federal Aviation Administration

Filing Dates: February 1 through March 1

Engineering Aid—Mathematics Aid—Computer Clerk—Accounting Technician—Economics Assistant

Limited number of jobs at grades GS-2/4 located in Washington, DC. Applicants must submit an SF-171 and OPM Form 1170/17 (include grade point average).

Federal Highway Administration Eastern Direct Federal Division

Filing Dates: January 1 through April 15

Engineering Aids/Technicians—Engineering Draftsmen

A limited number of GS-2/4 positions will be filled in Arlington, VA, and at various project locations throughout the Eastern United States. Preference will be given to Civil Engineering majors and applicants with highway-related experience. Applicants must submit SF-171 and include their grade point average on their OPM Form 1170/17. Applications will not be returned and only candidates selected for employment will be notified.

Department of the Treasury

Internal Revenue Service

Filing Deadline: April 1

Computer Clerks/Assistants

Positions will be available at the GS-3/4 level in Bailey's Crossroads, VA. Applicants should have computer related clerical support knowledge. This includes a knowledge of media (tapes, discs, cards), codes, abbreviations, control systems for logs, inventory records, and related procedural manuals, documents and system utilization records. Submit a completed SF-171 and OPM Form 1170/17.

Graphic Designers

Positions will be available at the GS-4 level in the Washington, DC area. Applicants with majors in Graphic Design should have knowledge of design theory, production techniques, typography and the use of grids in publication design. In addition, knowledge of printing technology as related to graphic design will be especially useful. Those selected will assist professional designers with various visual graphic design projects. Include a short narrative statement of career interests and at least 12, but not more than 20, 35 mm slides of relevant graphic design projects.

Engineering Technicians

Positions will be available at the GS-4 level in the Washington, DC, area. Applicants must have completed two years of education leading to a Bachelor's degree in either Mechanical or Electrical Engineering. The Engineering Technician must have good drafting skills; knowledge of methodology and techniques of engineering; skill in applying this knowledge in carrying out elementary assignments; and basic knowledge of HVAC and

plumbing or electrical engineering principles, techniques and concepts. The Technician will work closely with senior engineers. Assignments are designed to orient the employee in the application of academic theories and basic elementary principles of either mechanical or electrical engineering design work. The Technician will perform specified assignments pertaining to the design and drafting for relating mechanical and electrical systems for office building and computer facilities; and will prepare layouts and detailed drawings. Submit a completed SF-171 and OPM Form 1170/17.

Bureau of Government Financial Operations

Filing Dates: January 15 through March 15

Accounting Technicians—Computer Operators

A limited number of positions will be available in the Washington, DC area.

U.S. Customs Service

Filing Deadline: March 15

Accounting Technicians—Physical Science Aids—Program Assistants

A limited number of positions will be available in the Washington, DC area.

Physical Science Technicians, GS-3/4

A limited number of positions will be available in New Orleans, LA. Completion of 1 year of study in a college program leading to a degree in chemistry or closely allied field is a requirement for this position. Applicants should apply directly to the South Central Regional Personnel Office.

Filing Deadline: March 1

Physical Science Aid

A limited number of positions will be available in Chicago, IL. Applicants should apply directly to the North Central Regional Personnel Office.

Office of the Comptroller of the Currency

Filing Deadline: February 28

Accounting Technicians—Financial Assistants—Economics Assistants

A limited number of positions will be available in Washington, DC.

Bureau of Engraving and Printing

Filing Deadline: April 1

Engineering Aids/Technicians—Physical Science Aids/Technicians—Computer Clerks/Assistants—Accounting Technicians

Three or four positions will be available at the GS-3/4 grade levels in Washington, DC.

Bureau of the Public Debt

Filing Period: February 1 through March 15

Accounting Technicians

Approximately 5 positions will be available at grade GS-4 in Washington, DC.

U.S. Information Agency (USIA)

Filing Dates: January 2 through February 15

Journalism—International Relations—Economics—Political Science—Law—Computer Science—Communications (Television)—Accounting—Business Administration—Area Studies

Applicants MUST submit an SF-171 and OPM Form 1170/17. Page 4 of the OPM Form 1170/17 must be completed with appro-

private boxes checked and grade point average computed. All undergraduate courses must be listed, including those completed in the spring. On the SF-171, provide the number of semester or quarter hours to be completed by the end of the school year. The month and year the degree is expected should also be shown. Applications will be considered ineligible if all forms are not complete when they are submitted. Applications received before or after the filing dates will not be considered. A background investigation is required. Positions are located in Washington, DC at the GS-4 level.

USIA—Voice of America

Filing Deadline: March 1

Student Interns—Opportunities exist for students with a background in Journalism—International Relations—Broadcasting—Communication—Political Science—Engineering

After the initial screening of the applications the highly qualified candidates may be required to submit a writing sample. Foreign language proficiency is desirable for some positions. Positions are located in Washington, DC. A complete background investigation is required. Submit an SF-171 and OPM Form 1170/17.

Veterans Administration

Filing Deadline: April 15

Medical Center

Pharmacy—Engineering (not Civil)—Psychology—Social Work—Occupational Therapy—Physical Therapy—Laboratory (Chemistry, Microbiology, Pre-Med)—Dentistry—Nursing—Dietetics

Students applying for more than one position must submit a separate application for each position in which they are interested.

Central Office

Computer Science—English/Journalism—Statistics—Safety/Fire Protection—Accounting—Engineering—Textile and Consumer Economics—Business Administration—Personnel Administration

Applications will not be returned and only candidates selected for employment will be notified. Instructions on "How to File with Federal Agencies" must be followed.

For employment at VA facilities outside of Washington, DC contact the personnel office at the medical center, regional office, or data processing center where you wish to work.

GROUP III POSITIONS IN GRADES GS-5 AND ABOVE

This group includes jobs in grades GS-5 and above involving professional, technical or administrative work which may be available in each of the agencies and departments listed.

To be considered for summer employment in this group you must be a college graduate, graduate student, planning to attend graduate school, faculty member, or possess the equivalent in experience or a combination of education and experience related to the duties of the position for which you are applying.

Before filing your application be sure your education and/or experience is relevant to the kinds of positions for which you apply. If you do not meet the backgrounds for which an agency is recruiting, your application will not be considered for summer employment.

The amount of education you will have completed by the end of the current school year and the grade for which you will qualify is indicated below. For some occupations superior scholastic work might qualify you for a higher grade level than shown in the table.

Grade	Weekly Pay*	Education
GS-5	\$267	4 years college
GS-7	\$331	1 year graduate work
GS-9	\$405	Master's degree or 2 years graduate work
GS-11	\$490	Doctoral degree or 3 years graduate work
GS-12	\$587	Doctoral degree research positions only

*estimated

Education Requirements for Law Clerks/Legal Interns

Grade	Education
GS-5	1 year of law school completed
GS-7	2 years of law school completed
GS-9	LL.B. or J.D.

Agency for International Development

Filing Deadline: January 31

Public Health—Financial Management—Agriculture

Positions are at the GS-5/7 levels and are located in the Washington, DC area. Applicants must have an undergraduate degree for GS-5, and for GS-7 must have completed at least one year of graduate study leading to a Masters Degree in one of the above fields. Because of the volume of applications anticipated, no acknowledgement of receipt will be made.

Department of the Army

The Judge Advocate General's Corps

Filing Deadlines: November 15, 1984—2nd year law students (although the filing date for 2nd year law students predates publication of this announcement, information is included here as reference.)

February 15—1st year law students

Law Interns

Students working toward their first professional law degree (LL.B. or J.D.) and are completing their first or second year of law school will be considered for appointment in the summer law intern program at the GS-5 and GS-7 levels respectively. Positions are located in Washington, DC, throughout the United States, and in Germany.

For application forms (DAJA Form 13, SF-171, and OPM Form 1170/17 required) and additional information, call toll-free 800-336-3315 or in Virginia call 703-664-6415 (collect), or write:

The Judge Advocate General's Corps
Professional Recruiting Office (Summer Intern)
Ft. Belvoir, VA 22060-5818

College and law school transcripts must be submitted with application. Applications will only be considered from students attending ABA accredited law schools.

Department of Commerce

Filing Deadline: March 1

Bureau of the Census

Statistics (Economic/Mathematical/Demographic)—Sociology—Mathematics—Computer Science

Limited number of positions in the Washington, DC metropolitan area. Applicants must submit an SF-171 and OPM Form 1170/17. Page 4 of the OPM Form 1170/17 must be completed with appropriate boxes checked and grade point average

computed. All undergraduate courses must be listed, including those to be completed in the spring. On the SF-171, provide the number of semester or quarter hours to be completed by the end of the school year. The month and year the degree is expected should also be shown. Applicants entering graduate school must submit a letter of acceptance to graduate school. Applicants will be considered ineligible if all forms are not complete when they are submitted.

International Trade Administration

Economics—Marketing—Business Administration—International Relations

Positions will be in Washington, DC. U.S. citizenship is required. Applicants will be considered ineligible unless a completed OPM Form 1170/17 is submitted with the SF-171. Applicants must check the appropriate boxes in Part III of the OPM Form 1170/17 and compute their grade point average. All undergraduate and graduate courses must be listed, including those to be completed by the end of the current school year, and show the month and year the degree is to be received.

National Oceanic and Atmospheric Administration

Meteorology—Computer Science—Business Administration—Environmental Studies—Mathematics—Physical Science—Writer-Editor

Jobs at grades GS-5 and above are located in the Washington, DC metropolitan area (Camp Springs, Riverdale, Rockville, Silver Spring, Suitland, MD; Georgetown, Washington, DC). Applicants must submit an SF-171 and OPM Form 1170/17. Page 4 of the OPM Form 1170/17 must be completed with appropriate boxes checked and grade point average computed. All undergraduate courses must be listed, including those to be completed in the spring. On the SF-171, provide the number of semester or quarter hours to be completed by the end of the school year. The month and year the degree is expected should also be shown. Applicants entering graduate school must submit a letter of acceptance to graduate school. Applicants will be considered ineligible if all forms are not complete when they are submitted.

Office of the Secretary

Business—Economics—Electronic Engineering—Computer Science—Communications (Electronic)—Accounting—Finance—Public Administration—Statistics

Jobs located in Washington, DC. Organizations included are: Minority Business Development Agency, National Technical Information Service, and Office of the Under Secretary for Economic Affairs. Applicants must submit an SF-171 and OPM Form 1170/17.

Patent and Trademark Office

Law—Computer Science

Jobs located in Arlington, VA. All applicants must submit an SF-171 and OPM Form 1170/17.

Commodity Futures Trading Commission

Filing Deadline: April 15

Legal Interns

Positions located in Washington, DC., New York City, Chicago and Los Angeles. All applicants must submit an SF-171 (indicate preferred geographical location(s)) and OPM Form 1170/17 (law school grades only) or current law school transcript.

Department of Defense

Defense Logistics Agency

—Defense Contract Administration Services Region, Los Angeles
Filing Dates: March 15 through April 15

Guidance Counselors—Law Clerks
Located in Los Angeles, CA.

.....
—Defense General Supply Center
Filing Dates: March 15 through April 15

Law Clerks, GS-5
Located in Richmond, VA.

Washington Headquarters Services

Filing Dates: January 1 through January 15

Business Administration/Management—Public Affairs—Communication—Political Science—Government—International Relations/Affairs—Mathematics/Computer Science—History—English/Journalism—Economics

A baccalaureate degree or an advanced degree in any one of the above majors would be the most appropriate for these positions. The majority of the positions available will be filled by reinstatement. Previous WHS employees are eligible for reinstatement if they submit an SF-171 and OPM Form 1170/17. Security clearances will be required which involve lengthy background investigations. Candidates may be listed on a random basis for employment consideration.

Submit an SF-171 and OPM Form 1170/17. Applicants must show grade point average for undergraduate and graduate work through the last completed semester on their OPM Form 1170/17, and indicate if they plan to attend school in the fall.

Department of Education

Filing Deadline: March 30

Education—Public Administration—Social Science—Business, GS-5/7

Positions are located in Washington, D.C. Submit SF-171 and college transcript or OPM Form 1170/17. They must include a grade point average.

Environmental Protection Agency

Filing Dates: February 15 through April 15

Computer Science—Engineering—Physical Science—Statistics

Limited opportunities in other fields. Positions are located in Washington, DC. All applicants should submit a completed SF-171 and an OPM Form 1170/17 or transcript.

Federal Home Loan Bank Board

Filing Dates: March 15 through April 15

Economics—Business Administration
15 or fewer positions available in Washington, DC.

General Services Administration

National Capital Region

Filing Dates: February 15 through March 15

Architecture—Business Administration—Community/Urban Planning—Computer Science—Economics—Management—Mechanical Engineering—Public Administration—Social Science

Positions located in Washington, DC. Submit SF-171 and OPM Form 1170/17. Applicants wishing consideration for positions in this group must enter "Group III" under item #1 on the SF-171.

Department of Health and Human Services

Office of the Secretary (OS)

Filing Dates: February 4 through February 22

Public Policy/Administration—Health Care Administration—Business Administration—Political Science—Computer Science—English—Statistics—Economics—Accounting

Most positions located in Washington, DC; a few located in Rockville, MD. Applicants should indicate location(s) for which application is being made. A completed OPM Form 1170/17 must be submitted with the SF-171; those who fail to do so will be found ineligible. Applicants must show their grade point average for undergraduate and graduate work through the last completed semester on OPM Form 1170/17 and indicate that they plan to attend school in the fall, or that they are faculty members.

Public Health Service (PHS)

Filing Dates: January 1 through March 15 (unless otherwise indicated) for jobs in the following Public Health Service agencies:

For the PHS agencies listed below, students, in addition to the forms required by this announcement, are to submit either (a) or (b) below. Applications that do not have all necessary documentation will not be considered.

(a) Students entering graduate school (including medical and law school): Letter of acceptance into graduate school.

(b) Graduates: Copy of official graduate school transcript or a letter from a school official stating that you are a student in good standing.

—Food and Drug Administration (FDA)

Accounting/Budget—Biology—Physics—Health Physics—Chemistry—Computer Science—Engineering—Microbiology—Medicine—Pharmacology—Veterinary Medicine

Positions are located in Rockville, and Silver Spring, MD; and Washington, DC.

—National Institutes of Health (NIH)

Medicine—Biology—Mathematics—Chemistry—Statistics—Computer Science—Microbiology—Veterinary Medicine

Most positions are located in Bethesda, MD; a few located in Baltimore, and Frederick, MD; and Hamilton, MT. Applicants should indicate location(s) for which application is being made and send it to the NIH Summer Coordinator listed at the end of this announcement.

—NIH Summer Research Fellowship Program

Filing Dates: December 15 through February 15

This is a special program for medical and dental students at grades GS-5/7. In order to receive consideration for the NIH Summer Research Fellowship Program, applicants must contact the following office for application forms and additional information:

Summer Research Fellowship Program
9000 Rockville Pike
Building 10, Room IN-316
Bethesda, MD 20205
Telephone: (301)496-1584

—Saint Elizabeths Hospital (SEH)

Research Assistants—Psychology—Nursing—Occupational Therapy—Recreation Therapy Assistant—Dance Therapy—Social Work—Personnel Administration

Positions are located in Washington, DC.

—Office of the Assistant Secretary for Health (OASH)

Computer Programmers—Statistics—Public Health Administration—Health Economics

Positions are located in Hyattsville and Rockville, MD; and Washington, DC.

Department of the Interior

Office of Surface Mining, Reclamation and Enforcement

Filing Dates: January 14 through February 11

Environmental Sciences—Economics

Positions located in Washington, DC for students with a degree in one of the above fields.

Office of the Secretary

Filing Deadline: April 1

Accounting—Public Policy—Economics—Environmental Sciences

The majority of Student Assistant positions are at the GS-5/7 grade levels and are located in Washington, DC. Applicants must submit OPM Form 1170/17, a copy of the latest available school transcript if applying for a position based on scholastic achievement, and SF-171. Students will be considered for summer positions relating to their: (1) most current course of study and (2) previous education/experience.

National Park Service

Limited number of summer jobs are available throughout the country. The competition is keen. Application procedures vary according to the type of position desired. Thus, applicants should contact any National Park Service Regional Office for specific information on how to apply. Special forms, obtainable from the Regions, may be required for some jobs which may be filled from a centralized and computerized applicant supply file.

Filing Deadline: February 28

Architectural Technicians—Architects—Historians for Historic American Building Survey/Historic American Engineering Record Architectural Recording Summer Team Projects

Positions available in several Regional locations and in Washington, DC for students to work in teams graphically recording and documenting historic sites, structures and technologies. Applicants must be college students, graduate students, faculty members or possess the equivalent experience in fields related to the above professions. Students for architecture positions must have at least one course in architectural history. Students wishing consideration at GS-7 or above must be currently working toward a masters or doctoral degree in one of the subject matter areas listed above.

Application forms and instructions may be obtained by contacting HABS/HAER Program Coordinator in the Regional Personnel Offices where the positions are located. These offices are identified with an asterisk under Agency Addresses in back of the announcement. (See National Park Service listing.)

Filing Deadline: Applications accepted on a year-round basis. Most positions filled between May and July 1.

Seasonal Architect—Landscape Architect—Environmental Scientist—Engineer (civil, mechanical, electrical, electronic) Archaeology

Jobs are at GS-5 and above, and most are located in Denver, CO. Applicants must be college students, graduate students, faculty members, or possess the equivalent experience in fields related to the above professions. A valid state driver's license may be required. As most jobs are located in Denver, CO, contact the NPS Denver Service Center, 755 Parfet St., Denver, CO 80225 for specific information and application forms.

Filing Deadline: February 28

Technicians: Social Science—Biological—Architectural

A limited number of positions at grades GS-5 and GS-7 located in Washington, DC. Application forms and instructions may be obtained by contacting the National Park Service, WASO Personnel Office, 18th and C Sts., NW, Room 2328, Washington, DC 20240.

Minerals Management Service

Filing Dates: February 15 through March 15

Accounting—Engineering—Physical Sciences—Economics—Public Policy

Limited number of positions located in Washington, DC; Reston, Herndon, and Vienna, VA.

International Trade Commission

Filing Dates: January 15 through February 15 ONLY (Law students—1st and 2nd year)

February 15 through March 15 ONLY (All others, GS-5/7/9 only)

Economics—Business Administration—International Trade/Relations—Marketing—Finance—Computer Science—Law (1st and 2nd year)

Limited number of positions are available in the Washington, DC metropolitan area. To apply, submit SF-171 and OPM Form 1170/17.

Department of Justice**Offices, Boards, and Divisions of DOJ**

Filing Dates: February 1 through February 28

Positions are in computer programming or other closely related backgrounds, at the GS-5/7/9/11 levels. Some positions will require a combination of computer science and legal education or experience. Most positions require graduate study and/or related work experience. All positions are located in Washington, DC. To apply, submit an SF-171, OPM Form 1170/17, a listing of any pertinent awards, and appropriate references to: U.S. Department of Justice, Summer Employment Group III, Room 6259, 10th and Pennsylvania Avenue, N.W., Washington, DC 20530.

Various Legal Divisions, Boards and Offices

Filing Deadline: October 5, 1984. (Although the filing date predates publication of this announcement, the information is included here as a reference.)

Summer Law Intern Program

This program is administered by the Office of Attorney Personnel Management, U.S. Department of Justice, Room 4311, Washington, DC 20530, and is designed for law students who will have successfully completed two full years at an ABA accredited law school prior to the summer employment period. These positions are assigned a GS-7 level. Some limited hiring of first year law students is done, with those positions assigned a GS-5 level. Summer law intern positions may also be offered to a law school graduate the summer between his/her graduation and commencement of a judicial clerkship. These summer positions for graduates are assigned a GS-11 level. This Program is scholastically oriented and highly competitive. Most positions are in Washington, DC.

Law students who are interested in being considered for the Summer Law Intern Program should contact his/her law school Placement Director at the end of August for instructions and application materials.

U.S. Attorneys' Offices

Filing Deadlines: Vary between November 12 and January 15

Summer Law Interns

About 115 positions at the GS-7 level in the 93 U.S. Attorneys' Offices located throughout the country and its possessions will be available for students during the summer of 1985. To qualify, students must have completed their second year of law school and be eligible for senior standing when they return to school in the fall.

You should apply directly to the U.S. Attorney's Office for which you wish to be considered. CONTACT THAT OFFICE FOR ITS FILING DEADLINE. Addresses of the United States Attorneys' Offices are contained in the Legal Activities 1984-85 brochure available at all ABA accredited law school placement offices and/or can be obtained from the telephone directory under the listing of "U.S. Government." For positions in Washington, DC, apply to the Executive Office for U.S. Attorneys address in back of this announcement.

Department of Labor

Filing Deadline: April 1

Economics—Program Analyst—Social Science—Law—Industrial Hygiene—Paralegal—Computer Science—Statistics—Accountants—Engineering—Library Science—Mathematical Statistician—Wage Hour Analyst—Labor Standards Advisor—Research Analyst—Management Analyst—Budget Analyst

Most positions are in Washington, DC. Candidates for the bachelor's degree in spring 1985 must include with their applications either a copy of their college transcript, OPM Form 1170/17 or a letter of acceptance into graduate school. For field positions, contact the appropriate Regional office listed in back of this announcement.

Office of the Solicitor

Filing Deadline: April 1

Law

A limited number of legal internships are available in Washington, DC for students who have completed two years of law school.

National Labor Relations Board

Filing Deadline: March 15

Law

Positions are at the GS-7 level and are available to students who have successfully completed their second year of law school. This is a highly competitive program. In Washington, DC there is one position for law students on each staff of the five Board members. There are also positions on the General Counsel's staff in Washington, DC, and the Agency's 33 Regional and Resident Offices throughout the country.

Industrial/Labor Relations—Labor Economics

Graduate students who have completed 1 year of a 2-year Masters Degree in industrial relations or labor economics are eligible for positions in the Regional Offices. These positions are at the GS-7 level.

Department of the Navy**Secretariat/Headquarters
Civilian Personnel Office**

Filing Dates: February 15 through March 15

Program Analysts and other Administrative Specialists

A limited number of positions are available at the GS-5/7 levels in the Office of the Comptroller of the Navy in the Washington, DC metropolitan area. Must be a college graduate or possess equivalent experience. Jobs may involve budgetary programs and projects.

Naval Research Laboratory

Filing Dates: January 21 through February 15

Engineering—Physical Sciences

Positions are at GS-5 through GS-12 and are located in Southwest, Washington, DC. Since few positions are available in relation to the number of applicants, priority is given to applicants with a superior academic record. Include any pertinent awards and honors with application forms.

Nuclear Regulatory Commission

Filing Dates: February 15 through March 15

Engineering Aids—Physical Science Aids, GS-5

Positions are available in Washington, DC; Silver Spring and Bethesda, MD, within walking distance to the Metro. A limited number of positions will also be available in or near Atlanta, GA; Philadelphia, PA; Chicago, IL; Dallas, TX and San Francisco, CA.

Applicants with majors in health physics or the engineering disciplines of mechanical, electrical, nuclear, chemical and civil will be considered. Applicants should have completed a minimum of two years of college and have some knowledge of computers. Those selected will assist engineers or scientists in providing technical support services in the collection and compilation of technical data for various reports and studies relating to the public health and safety and regulation of civilian nuclear power plants.

Management Aids—Mathematics Aids, GS-5

Limited positions exist for management and mathematic aids with backgrounds in accounting, personnel, computer science, mathematics and statistics. Applicants must submit an SF-171 and copies of official college transcripts.

Applicants should indicate location(s) preference. Due to the large volume of applications anticipated, no acknowledgement of receipt will be made.

Engineering—Physical Sciences, GS-5/7/9

Jobs are located in Washington, DC; Bethesda and Silver Spring, MD, within walking distance to the Metro. A limited number are also available in our regional offices listed above. Applicants must submit an SF-171 and copies of official college transcripts. Applicants entering graduate school must submit a letter of acceptance to graduate school. Due to the large volume of applications anticipated, no acknowledgement of receipt will be made.

Office of Personnel Management

Filing Deadline: April 15

Management Analyst—Program Analyst—Employee Development Specialist—Statistician—Writer/Editor—Other Related Positions

Positions are at the GS-5 through GS-12 levels. Applicants must be college graduates or possess a combination of education and/or experience related to the duties of the position to be filled. Attach a transcript or list of college courses (OPM Form 1170/17). Also include any pertinent awards, special recognitions, or membership in honor associations with the application forms.

Pension Benefit Guaranty Corporation

Filing Deadline: February 15

Accounting—Economics—Finance—Mathematics—Actuarial Science—Law—Business Administration, GS-7/9

Located in Washington, DC. Submit SF-171 and OPM Form 1170/17.

Securities and Exchange Commission

Filing Deadlines: January 15 (Law Positions)

March 15 (All Others)

Accounting—Finance—Economics—Business Administration—Law (2 years completed)

Limited number of positions located in Washington, DC and regional offices for candidates with a bachelor/graduate degree in the above major fields. All applicants must submit an SF-171 and law students provide a list of law school courses.

Department of State

Filing Deadline: November 1, 1984 (Although the filing date predates publication of this announcement, the information is included here as reference.)

Computer Programmers—International Relations Specialists—Foreign Affairs Analysts—Paralegal Specialists—Economics Assistants—Program Analysts

A lengthy background investigation is essential for all applicants. Because of this requirement, applications must be filed no later than November 1, 1984 for **summer 1985**. All positions are located in Washington, DC. Please contact the Department of State for information on forms to file:

U.S. Department of State
Recruitment Division
Box 9317, Rosslyn Station
Arlington, VA 22209-0317
ATTN: Summer Program Coordinator

Department of Transportation**Office of the Secretary**

Filing Deadline: March 1

Economics—Public Administration—Engineering—Urban Planning—Business Administration—Computer Science—Mathematics—Transportation—Accounting—Political Science—Law (2nd year)—other academic fields

Positions are with the Office of the Secretary, Office of the Inspector General, Federal Railroad Administration, and Federal Highway Administration. They are in Washington, DC at grades GS-5 and above. For positions in other parts of the country, contact the Department of Transportation Personnel Office with jurisdiction over the geographic area where you wish to be employed. Addresses and telephone numbers can be obtained from the telephone directory under "U.S. Government." Applicants must submit an SF-171 and OPM Form 1170/17 (include grade point average).

Federal Aviation Administration

Filing Deadline: March 1

Business Administration—Economics—Political Science—Public Administration—Accounting—Law—Mathematics—Engineering—other academic fields

Limited number of jobs at grades GS-5 and above located in Washington, DC. Applicants must submit an SF-171 and OPM Form 1170/17 (include grade point average).

**Federal Highway Administration
Eastern Direct Federal Division**

Filing Dates: January 1 through April 15

Civil Engineers—Civil Engineering Technicians—Engineering Draftsmen

A limited number of GS-5 and above positions will be filled in Arlington, VA, and at various project locations throughout the Eastern United States. Preference will be given to Civil Engineer-

ing graduates with transportation, structures, or construction concentrations and to technicians with surveying, highway construction inspection, highway design, or computer-aided drafting/design backgrounds. Applicants must submit SF-171 and include their grade point average on their OPM Form 1170/17. Applications will not be returned and only candidates selected for employment will be notified.

Department of the Treasury

Internal Revenue Service

Filing Deadline: March 1

Architecture—Public/Business Administration—Mathematics—Statistics—Psychology—Law—Industrial Organization Psychology (Masters degree or better required)—Economics—Public Relations—Operations Research—Labor Management Relations—Computer Science—Printing Management—Education—Architectural Engineering—Journalism—Communications

Positions are located in the Washington area. Include a narrative statement of career interests with application forms and on the OPM Form 1170/17 include the latest grade point average.

U.S. Customs Service

Filing Deadline: March 1

Customs Inspectors, GS-5

The Northeast Region will have positions available at Boston, MA; Baltimore, MD; Bridgeport, CT; Buffalo, NY; Ogdensburg, NY; Philadelphia, PA; Providence, RI; and all ports of entry at Portland, ME and St. Albans, VT. Applicants should submit separate applications for each location.

The New York Region will have approximately 100 positions available at JFK Airport, Jamaica, NY. Ability to speak one or more foreign languages is preferable. Required to work at least until Labor Day.

The North Central Region will have positions available in Chicago, IL; Detroit, MI; and at various locations along the northern border of the United States. These locations include International Falls, MN; Minneapolis, MN; Warroad, MN; Lancaster, MN; Pembina, ND; Portal, ND; Wahalla, ND; Dunseith, ND; Eastport, ID; Sweetgrass, MT; Peigan, MT; Roosville, MT; and Trail Creek, MT. Applicants must specify for which location they are applying.

Background investigation and medical examinations are required. Applicants should apply directly to the Customs Regional Office which services the geographical area in which they are interested.

Office of the Comptroller of the Currency

Filing Deadlines: January 31 (Legal Clerks)
February 28 (All Others)

Finance—Economics—Business Administration

Approximately 10 positions for Legal Clerks available in Washington, DC. Also available will be approximately 10 positions for specialists in the areas of finance, economics and business administration.

.....
—Office of the Comptroller of the Currency Western District
Filing Deadline: February 28

Management Analyst, GS-5/7/9—Computer Assistants, GS-5/6
A limited number of positions located in California.

Bureau of Engraving and Printing

Filing Deadline: April 1

Printing Management—Computer Science—Engineering—Financial Management/Accounting/Budget

Three or four positions are available at the GS-5 level in Washington, DC.

Bureau of the Public Debt

Filing Dates: February 1 through March 15

Space Management Assistants—Computer Specialists—Research Assistants

A limited number of positions will be available at the GS-5/7 level in Washington, DC.

Bureau of Government Financial Operations

Filing Dates: January 15 through March 15

Computer Systems Analysis and Programming—Accounting and Business Administration—Financial Program Analysis

A limited number of positions will be available in Washington, DC.

U.S. Information Agency (USIA)

Filing Dates: January 2 through February 15

Journalism—International Relations—Economics—Political Science—Law—Computer Science—Communications (Television)—Accounting—Business Administration—Area Studies

Applicants MUST submit an SF-171 and OPM Form 1170/17. Page 4 of the OPM Form 1170/17 must be completed with appropriate boxes checked and grade point average computed. All undergraduate courses must be listed, including those completed in the spring. On the SF-171, provide the number of semester or quarter hours to be completed by the end of the school year. The month and year the degree is expected should also be shown. Applications will be considered ineligible if all forms are not complete when they are submitted. Applications received before or after the filing dates will not be considered. A background investigation is required. Positions are located in Washington, DC at the GS-5/9 levels.

USIA—Voice of America

Filing Deadline: March 1

Student Interns—GS-5/7/9—Opportunities exist for students with a background in Journalism—International Relations—Broadcasting—Communication—Political Science—Engineering

After the initial screening, the highly qualified applicants may be required to submit a writing sample. Foreign language proficiency is desirable for some positions. Positions are located in Washington, DC. A complete background investigation is required. Submit SF-171 and OPM Form 1170/17.

Veterans Administration

Medical Center

Filing Deadline: April 15

Pharmacy—Engineering (not civil)—Psychology—Social Work—Occupational Therapy—Physical Therapy—Laboratory (Chemistry, Microbiology, Pre-Med)—Dentistry—Nursing—Dietetics

Central Office

Filing Deadline: April 15

Hospital Administration—English/Journalism—Statistics—Safety/Fire Protection—Accounting—Engineering—Textile and Consumer Economics—Business Administration—Personnel Management—Interior Design—Computer Science—Library Science—Epidemiology

For employment at VA facilities outside of Washington, DC, contact the personnel office at the medical center, regional office or the data processing center where you wish to work.

GROUP IV JOBS IN TRADES AND LABOR OCCUPATIONS

Group IV jobs are in the trades and labor occupations. Most of the jobs are laborers' jobs and no particular education or experience is required. This Group may include such jobs as animal caretaker, laboratory worker, printing plant worker, etc. Some jobs in the trades occupations may be available also. For these jobs you must have the ability to do the work, i.e., for Carpenter's Helper, you must have the ability to do carpentry work.

Trades and labor workers are paid according to the local prevailing rates, which vary with location.

To apply for a job in this group, you should send a completed SF-171 directly to the agencies and departments where you wish to work no later than April 15, 1985, unless otherwise specified in a supplement to this announcement. The addresses of agencies and departments may be obtained from Federal Job Information/Testing Offices or from local telephone directories under the listing "United States Government."

Department of the Army applicants:

Submit an SF-171 by February 15 for laborer positions at Harry Diamond Laboratories located in Adelphi, MD; Woodbridge and McLean, VA.

For laborer positions in all other Army activities in MD, VA, and DC, submit a complete and signed SF-171 and OPM Form 1170/17 (include all courses expected to be completed in spring 1985) by March 15. Applications will not be returned and only candidates selected for employment will be notified. Consideration cannot be guaranteed if application is sent to any other Department of the Army office.

Department of the Interior-National Park Service applicants:

Filing Deadline: January 15 (POSTMARKED)

Positions which include laborers, maintenance workers and motor vehicle operators are available nationwide. Applicants inter-

ested in wage grade positions should contact the Regions servicing the area of interest for specific information and applications. APPLICATIONS POSTMARKED AFTER JANUARY 15 WILL NOT BE ACCEPTED.

GROUP V SUMMER EMPLOYMENT FOR NEEDY YOUTH (Summer Aid Program)

Each year the Federal Government participates with private industry in providing summer jobs for economically disadvantaged youths at least 16 years of age. This program is specifically designed to provide jobs for young people from low income families and for youths who need income from summer jobs to return to school in the fall.

Youths who are employed under the Summer Aid Program have the opportunity to make use of the skills they already have, and, through special training and on-the-job experience, are able to develop new skills. The rate of pay under this program is the Federal minimum wage rate set by the Fair Labor Standards Act, currently \$3.35 per hour.

Young people who are interested in these summer jobs should register with the local office of their State Employment Service and must meet certain family income criteria to be referred for jobs filled through this program. The address in each community can be found in local telephone directories under the State Government listings. In those locations where there are no offices of the State Employment Service or where these offices advise that they are unable to provide referrals to jobs, contact the local Office of Personnel Management Area Office for information on referral procedures. Addresses of Office of Personnel Management offices can be found on pages 20 and 21 of this announcement.

OFFICE OF PERSONNEL MANAGEMENT FEDERAL JOB INFORMATION/TESTING OFFICES

Contact the Federal Job Information/Testing Office which is nearest the location where you would like to work for information on job opportunities in that area and the forms needed to apply.

ALABAMA

Huntsville:
Southernland Building
806 Governors Dr., S.W., 35801
(205) 453-5070

ALASKA

Anchorage:
Federal Bldg.
701 C St., Box 22, 99513
(907) 271-5821

ARIZONA

Phoenix:
U.S. Postal Service Building
522 N. Central Ave., 85004
(602) 261-4736

ARKANSAS

Little Rock:
Federal Bldg., Third Floor
700 W. Capitol Ave., 72201
(501) 378-5842

CALIFORNIA

Los Angeles:
Linder Bldg.
845 S. Figueroa, 90017
(213) 688-3360
Sacramento:
1029 J. St., Rm. 202, 95814
(916) 440-3441
San Diego:
880 Front St., 92188
(714) 293-6165
San Francisco:
211 Main St., Second Floor, 94105
(415) 974-9725

COLORADO

Denver:
1845 Sherman St., 80203
(303) 837-3509

CONNECTICUT

Hartford:
Federal Bldg., Rm. 613, 450 Main St., 06103
(203) 722-3096

DISTRICT OF COLUMBIA

Metro Area:
1900 E. Street, N.W., 20415
(202) 737-9616

FLORIDA

Orlando:
Federal Bldg. and U.S. Courthouse
80 N. Hughey Ave., 32801
(305) 420-6148 or 6149

GEORGIA

Atlanta:
Richard B. Russell Federal Bldg., 9th Floor
75 Spring St. S.W., 30303
(404) 221-4315

GUAM

Agana:
Pacific News Bldg.
238 O'Hara St.
Room 308, 96910
344-5242

HAWAII

Honolulu (and Island of Oahu):
Federal Bldg., Room 1310
300 Ala Moana Blvd., 96850
(808) 546-8600

ILLINOIS

Chicago:
55 E. Jackson, Room 1401
60604
(312) 353-5136

INDIANA

Indianapolis:
46 East Ohio Street, Room 124, 46204
(317) 269-7161

IOWA

Des Moines:
210 Walnut St., Rm. 191, 50309
(515) 284-4545
In Scott and Pottawattamie Counties dial (402) 221-3815

KANSAS

Wichita:
One-Twenty Bldg., Rm. 101
120 S. Market St., 67202
(316) 269-6106
In Johnson, Leavenworth and Wyandotte Counties dial (816) 374-5702

LOUISIANA

New Orleans:
F. Edward Hebert Bldg.,
610 South Maestri Pl., Rm. 804, 70130
(504) 589-2764

MARYLAND

Baltimore:
Garmatz Federal Building
101 W. Lombard St., 21201
(301) 962-3822
DC Metro Area:
1900 E. Street, N.W., 20415
(202) 737-9616

MASSACHUSETTS

Boston:
Post Office & Courthouse Lobby
02108
(617) 223-2571

MICHIGAN

Detroit:
477 Michigan Ave, Rm. 565, 48226
(313) 226-6950

MINNESOTA

Twin Cities:
Federal Bldg.
Ft. Snelling, Twin Cities, 55111
(612) 725-4430

MISSISSIPPI

Jackson:
100 W. Capitol St. (Suite 335), 39260
(601) 960-4585

MISSOURI

Kansas City:
Federal Bldg., Rm. 134
601 E. 12th St., 64106
(816) 374-5702

St. Louis:

Old Post Office, Rm. 400
815 Olive St., 63101
(314) 425-4285

NEBRASKA

Omaha:
U.S. Courthouse and Post Office Bldg.
Rm. 1010, 215 N. 17th St., 68102
(402) 221-3815

NEW HAMPSHIRE

Portsmouth:
Thomas J. McIntyre Federal Bldg., Rm. 104,
80 Daniel Street, 03801
(603) 436-7220 ext. 762

NEW JERSEY

Newark:
Peter W. Rodino, Jr., Federal Bldg.
970 Broad St., 07102
(201) 645-3673
In Camden, dial (215) 597-7440

NEW MEXICO

Albuquerque:
Federal Bldg., 421 Gold Ave., S.W., 87102
(505) 766-5583

NEW YORK

New York City:
Jacob K. Javits Federal Bldg.
26 Federal Plaza, 10278
(212) 264-0422

Syracuse:
James N. Hanley Federal Bldg.
100 S. Clinton St., 13260
(315) 423-5660

NORTH CAROLINA

Raleigh:
Federal Bldg., 310 New Bern Ave.
P.O. Box 25069, 27611
(919) 755-4361

OHIO

Dayton:
Federal Building
200 W. 2nd St., 45402
(513) 225-2720

OKLAHOMA

Oklahoma City:
200 N.W. Fifth St., Rm. 205, 73102
(405) 231-4948

OREGON

Portland:
Federal Bldg.
1220 S.W. Third St., 97204
(503) 221-3141

PENNSYLVANIA

Harrisburg:
Federal Bldg., Rm. 168, 17108
(717) 782-4494

Philadelphia:
Wm. J. Green, Jr. Fed. Bldg.
600 Arch Street, 19106
(215) 597-7440

Pittsburgh:
Fed. Bldg., 1000 Liberty Ave., 15222
(412) 644-2755

PUERTO RICO

San Juan:
Federico Degetau Federal Bldg.
Carlos E. Chardon St.,
Hato Rey, P.R. 00918
(089) 753-4209

RHODE ISLAND

Providence:
John O. Pastori Federal Bldg.
Rm. 310
Kennedy Plaza, 02903
(401) 528-5251

SOUTH CAROLINA

Charleston:
Federal Bldg., 334 Meeting St., 29403
(803) 724-4328

TENNESSEE

Memphis:
100 N. Main St., Suite 1312, 38103
(901) 521-3956

TEXAS

Dallas:
Rm. 6B4, 1100 Commerce St., 75242
(214) 767-8035

Houston:
701 San Jacinto St., 4th Floor, 77002
(713) 226-2375

San Antonio:
643 E. Durango Blvd., 78206
(512) 229-6611

VIRGINIA

Norfolk:
Federal Bldg., Rm. 220
200 Granby Mall, 23510
(804) 441-3355

DC Metro Area:
1900 E. Street, N.W., 20415
(202) 737-9616

WASHINGTON

Seattle:
Federal Bldg., 915 Second Ave., 98174
(206) 442-4365

WEST VIRGINIA

Charleston:
Federal Bldg., 500 Quarrier St., 25301
(304) 343-6181, ext. 226

ADDRESSES OF DEPARTMENTS AND AGENCIES

Listed below are the addresses for the departments and agencies listed in Group I, Group II, and Group III. The names of the departments and agencies are printed in capital letters, with component organizations of the agencies and departments in

small print. Include the name of the agency, department, and/or its component organization in the address. Before you file your application forms be sure you have filled them out completely and all of the information requested is included.

• **AGENCY FOR INTERNATIONAL DEVELOPMENT**

Office of Personnel Management
Room 1127, State Annex 1
Washington, D.C. 20523
Attn: Summer Employment Coordinator

• **DEPARTMENT OF AGRICULTURE**

Agricultural Research Service
Attn: Summer Employment Coordinator
Personnel Branch, Rm. 107
Building 003
Beltsville, MD 20705

Animal & Plant Health Inspection Service
U.S. Dept. of Agriculture
Room 1134-S
14th and Independence Ave., S.W.
Washington, D.C. 20250

Forest Service Regional Offices
(MT, ND, Northern ID)
Northern Region
Federal Building,
P.O. Box 7669
Missoula, MT 59807

(CO, WY, SD, NE, KS)
Rocky Mountain Region
11177 West 8th Ave.,
P.O. Box 25127
Lakewood, CO 80225

(AZ, NM)
Southwestern Region
Federal Building
517 Gold Ave., S.W.
Albuquerque, NM 87102

(UT, NV, Southern ID)
Intermountain Region
Federal Building
324-25th St.,
Ogden, UT 84401

(CA)
Pacific Southwest Region
630 Sansome St.
San Francisco, CA 94111

(OR, WA)
Pacific Northwest Region
319 SW Pine St.,
P.O. Box 3623
Portland, OR 97208

(All Southern States)
Southern Region
1720 Peachtree Rd., N.W.
Atlanta, GA 30367

(MN, WI, IA, ND, IL, IN, OH, WV, PA, MI, NY,
New England States)
Eastern Region
310 W. Wisconsin Ave., Rm. 500
Milwaukee, WI 53203

(AK)
Alaska Region
Federal Office Building
P.O. Box 1628
Juneau, AK 99802

OP-Personnel Operations
Employment Branch, Room 31-W
14th and Independence Ave., S.W.
Washington, D.C. 20250
Attn: Summer Employment Coordinator

• **DEPARTMENT OF THE AIR FORCE**

Headquarters
HQ USAF Civilian Personnel Office
The Pentagon, Rm. 5E871
1947 HSG/MPKS
Washington, D.C. 20330-6420
Attn: Summer Employment Coordinator—Group I

Andrews Air Force Base
1776 ABW/DPCS
Andrews Air Force Base
Washington, D.C. 20331

• **DEPARTMENT OF THE ARMY**

Harry Diamond Laboratories
Attn: DELHD-CP-RP
2800 Powder Mill Road
Adelphi, MD 20783-1151

The Judge Advocate General's Corps
Professional Recruiting Office (Summer Intern)
Ft. Belvoir, VA 22060-5818

Other Army Activities in MD, DC, and VA:
Summer Employment Program
The Pentagon, Rm. 3D727
Washington, D.C. 20310-6800

• **DEPARTMENT OF COMMERCE**

Bureau of the Census
Summer Employment Coordinator
Personnel Division
Washington, D.C. 20233

International Trade Administration
Summer Employment Coordinator
Office of Personnel, Rm. 4808
14th & Constitution Ave., N.W.
Washington, D.C. 20230

National Bureau of Standards
Summer Employment Coordinator
Personnel Division
Room A-123, Administration Bldg.
Gaithersburg, MD 20899

National Oceanic and Atmospheric Administration
Summer Employment Coordinator
RAS/DC2
6010 Executive Blvd.
Rockville, MD 20852

Office of Inspector General
Summer Employment Coordinator
Personnel—Rm. 7713
14th & Constitution Ave., N.W.
Washington, D.C. 20230

Office of the Secretary
Summer Employment Coordinator
Office of Personnel Operations, Rm. 5014
14th & Constitution Ave., N.W.
Washington, D.C. 20230

Patent and Trademark Office
Summer Employment Coordinator
Office of Personnel
CM-2, Rm. 925
Washington, D.C. 20231

• **COMMODITY FUTURES TRADING COMMISSION**

Personnel Section—Rm. 202
Attn: Summer Employment Coordinator
2033 K St., N.W.
Washington, D.C. 20581

• **CONSUMER PRODUCT SAFETY COMMISSION**

Division of Personnel Management
Rm. 337
Washington, D.C. 20207

• **DEPARTMENT OF DEFENSE**

Defense Communications Agency
Attn: Code 361—Summer Employment
Coordinator
Washington, D.C. 20305-2000

Defense Communications Engineering Center
Attn: Code 363—Summer Employment
Coordinator
1860 Wiehle Ave.
Reston, VA 22090

Defense Logistics Agency
Administrative Support Center
Attn: DASC-ZE
Cameron Station
Alexandria, VA 22314

Defense Contract Administration
Services Region, Los Angeles
Attn: DCRL-EE (Cheryl Yanase)
11099 S. La Cienega Blvd.
Los Angeles, CA 90045

Defense Depot Tracy
Office of Civilian Personnel
Tracy, CA 95376

Defense General Supply Center
Office of Civilian Personnel
Richmond, VA 23297

Uniformed Services University of the Health Sciences
Summer Employment Coordinator
Civilian Personnel Office
4301 Jones Bridge Road
Bethesda, MD 20814

Washington Headquarters Services
Directorate for Personnel & Security
Office of the Secretary of Defense
Attn: Summer Employment Coordinator
P.O. Box 15249
Arlington, VA 22215

• **DEPARTMENT OF EDUCATION**

Summer Employment Coordinator
400 Maryland Ave., S.W., Rm. 1100
Washington, D.C. 20202

• **ENVIRONMENTAL PROTECTION AGENCY**

401 M. St., S.W.
Headquarters Employment Center
Attn: Summer Employment Coordinator
PM-212
Washington, D.C. 20460

• **FEDERAL COMMUNICATIONS COMMISSION**

Personnel Management Division
Recruitment and Staffing Branch
1919 M. St., N.W., Rm. 208
Washington, D.C. 20554

• **FEDERAL HOME LOAN BANK BOARD**

Personnel Operations Division
1700 G. St., N.W.
Washington, D.C. 20552

• **GENERAL ACCOUNTING OFFICE**

Personnel—Room 4650
441 G. St., N.W.
Washington, D.C. 20548

• **GENERAL SERVICES ADMINISTRATION**

National Capital Region
Personnel Division (WBPT), Rm. 1030
Attn: Summer Employment Coordinator
7th & D. Sts., S.W.
Washington, D.C. 20407

• **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Office of the Secretary, OS
Summer Employment Coordinator
Personnel Office
Rm. 4343, HHS North Bldg.
330 Independence Ave., S.W.
Washington, D.C. 20201

Office of Human Development Services, OHDS
Personnel Office
Summer Employment Coordinator
Rm. 348F, Hubert H. Humphrey Bldg.
200 Independence Ave., S.W.
Washington, D.C. 20201

Social Security Administration, SSA
Office of Child Support Enforcement, OCSE
Recruitment and Placement Branch
Rm. G-120 West Bldg. (High Rise)
6401 Security Boulevard
Baltimore, MD 21235

Public Health Service Agencies:

Alcohol, Drug Abuse, and Mental Health Administration, ADAMHA
Summer Employment Coordinator
5600 Fishers Lane
Rockville, MD 20857

Centers for Disease Control, CDC
Summer Employment Coordinator
1600 Clifton Road, N.E.
Atlanta, Georgia 30333

Food and Drug Administration, FDA
Summer Employment Coordinator
Division of Personnel Management (HFA 420)
5600 Fishers Lane
Rockville, MD 20857

Health Resources and Services Administration, HRSA
Summer Employment Coordinator
5600 Fishers Lane, Rm. 14A-46
Rockville, MD 20857

National Institutes of Health, NIH
Summer Employment Coordinator
Building 31, Rm. B3C15
9000 Rockville Pike
Bethesda, MD 20205

Office of the Assistant Secretary for Health, OASH
Summer Employment Coordinator
5600 Fishers Lane, Rm. 17A-08
Rockville, MD 20857

Saint Elizabeths Hospital, SEH
Summer Employment Coordinator
Building E
2700 Martin Luther King, Jr., Ave., S.E.
Washington, D.C. 20032

• **DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

Personnel Office
Room 2258
451 7th St., S.W.
Washington, D.C. 20410

• **INTER-AMERICAN FOUNDATION**

Attn: Personnel Office, Ms. June L. Green
1515 Wilson Boulevard
Rosslyn, VA 22209

• **DEPARTMENT OF THE INTERIOR**

Bureau of Mines
Division of Personnel
2401 E. St., N.W.
Washington, D.C. 20241

Bureau of Land Management
Room 3626
18th & C Sts., N.W.
Washington, D.C. 20240

U.S. Geological Survey
(Group I only)
Summer Employment Coordinator
Headquarters Personnel Office
12201 Sunrise Valley Dr., MS-215
Reston, VA 22092

(Group II only)
Summer Employment Coordinator
Eastern Region Personnel Office
12201 Sunrise Valley Dr., MS-292
Reston, VA 22092

Minerals Management Service
12203 Sunrise Valley Dr., MS-634 (SE)
Reston, VA 22091

Office of the Secretary
Summer Employment Coordinator
Personnel Office, Rm. 5456
Main Interior Bldg.
18th & C. Sts., N.W.
Washington, D.C. 20240

National Park Service
(For jobs in Washington, D.C.)*
Room 2328
18th & C. Sts., N.W.
Washington, D.C. 20240

(ME, NH, VT, MA, RI, CT, NJ)
North Atlantic Region
15 State Street
Boston, MA 02109

(PA, MD, WV, DE, VA)
Mid-Atlantic Region*
143 South 3rd St.
Philadelphia, PA 19106

Metropolitan Washington, D.C.
(including nearby MD, VA, WV)
National Capital Region
1100 Ohio Drive, S.W.
Washington, D.C. 20242

(MT, ND, SD, WY, UT, CO)
Rocky Mountain Region*
655 Parfet Street
P.O. Box 25287
Denver, CO 80225

(AZ, CA, NV, HI)
Western Region
450 Golden Gate Avenue
Box 36063
San Francisco, CA 94102

(AR, LA, NM, OK, TX)
Southwest Region
P.O. Box 728
Santa Fe, NM 87501

(AR, FL, GA, KY, MS, NC, SC, TN, PR, VI)
Southeast Region*
1895 Phoenix Blvd.
Atlanta, GA 30349

(OH, IN, MI, WI, IL, MN IA, MO, NE, KS)
Midwest Region
1709 Jackson Street
Omaha, NE 68102

(ID, OR, WA)
Pacific Northwest Region*
Westin Bldg., Rm. 1920
2001 Sixth Ave.
Seattle, WA 98121

(AK)
Alaska Region*
2525 Gambell Street
Anchorage, AK 00503
*See N.P.S. listing under Groups II & III for explanation of asterisks.

Office of Surface Mining, Reclamation and Enforcement
1951 Constitution Ave., N.W.
Washington, D.C. 20240

U.S. Fish and Wildlife Service
18th & C. Sts., N.W.
Room 3454
Washington, D.C. 20240

• **INTERNATIONAL TRADE COMMISSION**

Office of Personnel
Summer Coordinator
701 E. St., N.W.
Washington, D.C. 20436

• **DEPARTMENT OF JUSTICE**

Offices, Boards, and Divisions
Summer Employment
Room 6259
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530

Drug Enforcement Administration
Personnel Office
Summer Employment Coordinator
1405 I. St., N.W.
Washington, D.C. 20537

Executive Office for U.S. Attorneys
Personnel, Rm. 4400-B
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530

Attorney Personnel Director, Office of Attorney Personnel Management
U.S. Department of Justice
Room 4311, 10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530

• **DEPARTMENT OF LABOR**

(For Washington, D.C.)
Summer Employment Coordinator
OASAM/DPM/EEO & AAP
Room N5106
200 Constitution Ave., N.W.
Washington, D.C. 20210

(For the Office of the Solicitor)
Office of Management
200 Constitution Ave., N.W., Rm. S4309
Washington, D.C. 20210

Regional Offices
(CT, ME, MA, NH, VT, RI)
Rm. 1001, JFK Federal Bldg.
Government Center
Boston, MA 02203

(NY, NJ, PR, VI)
Room 3230
1515 Broadway
New York, NY 10036

(DE, MD, PA, VA, WV)
Room 14240
3535 Market St.
Philadelphia, PA 19104

(AL, FL, GA, MS, SC, NC, TN, KY)
Room 274
1371 Peachtree St., N.E.
Atlanta, GA 30367

(IL, IN, MI, MN, OH, WI)
10th Flr. Federal Office Bldg.
230 S. Dearborn St.
Chicago, IL 60604

(AR, LA, NM, OK, TX)
Rm. 739, 555 Griffin Square Bldg.
Griffin & Young Sts.
Dallas, TX 75202

(IA, KS, MO, NE)
Room 3200
911 Walnut St.
Kansas City, MO 64106

(CO, MT, ND, SD, UT, WY)
Rm. 1525, Federal Office Bldg.
1961 Stout St.
Denver, CO 80294

(AK, ID, OR, WA)
3144 Federal Office Bldg.
909 First Ave.
Seattle, WA 98174

(AZ, CA, HI, NV, GU)
Rm. 10064, Federal Office Bldg.
450 Golden Gate Ave.
San Francisco, CA 94102

• NATIONAL LABOR RELATIONS BOARD

Attn: Summer Employment Coordinator
1717 Pennsylvania Ave., N.W.
Room 334
Washington, D.C. 20570

• DEPARTMENT OF THE NAVY

**Secretariat/Headquarters
Civilian Personnel Office**
Department of the Navy
Attn: Summer Employment Coordinator
Crystal Plaza #6, Rm. 500
Washington, D.C. 20360

**Consolidated Civilian Personnel Office,
Crystal City**
Crystal Mall #2
Room 515
Washington, D.C. 20376

**Consolidated Civilian Personnel Office,
Washington**
Attn: Summer Coordinator
Bldg. 200, Ground Floor
Washington Navy Yard
Washington, D.C. 20374

Naval Intelligence Command
Suitland Branch Office (NIC-15)
4600 Silver Hill Road
Washington, D.C. 20389

**Naval Medical Command
National Capital Region**
Attn: Bldg. 1, Tower 12
8901 Wisconsin Ave.
Bethesda, MD 20814

Naval Ordnance Station
Civilian Personnel Department (Code 06R)
Indian Head, MD 20640

U.S. Naval Research Laboratory
Code 1813.2—Summer
Washington, D.C. 20375

Headquarters, U.S. Marine Corps
Classification and Employment Section
Marine Corps Consolidated Civilian Personnel
Office
Headquarters Support Division
Code HQSG-1, Rm. 1023, ARLEX
Washington, D.C. 20380

• NUCLEAR REGULATORY COMMISSION

Division of Personnel
Summer Employment Coordinator
Washington, D.C. 20555

• OFFICE OF PERSONNEL MANAGEMENT

Recruitment, Measurement, and Development
Branch
Room 1469
1900 E. St., N.W.
Washington, D.C. 20415

• PENSION BENEFIT GUARANTY CORPORATION

2020 K St., N.W., Rm. 4300
Washington, D.C. 20006

• SECURITIES AND EXCHANGE COMMISSION

450 5th St., N.W.
Attn: Summer Coordinator
Washington, D.C. 20549

• DEPARTMENT OF STATE

Recruitment Division
Box 93 M—Rosslyn Station
Arlington, VA 22209-0317
Attn: Summer Employment Coordinator

• DEPARTMENT OF TRANSPORTATION

Office of the Secretary
Central Employment Information Office
400 Seventh St., S.W., Rm. 9405
Washington, D.C. 20590

Federal Aviation Administration
800 Independence Ave., S.W.
Rm. 516, APT-150
Summer Employment Coordinator
Washington, D.C. 20591

**Federal Highway Administration
Eastern Direct Federal Division**
Personnel Office, Rm. 313
1000 North Glebe Road
Arlington, VA 22201-4799

**National Highway Traffic Safety
Administration**
Office of Personnel
400 Seventh St., S.W., Rm. 5306
Washington, D.C. 20590

• DEPARTMENT OF THE TREASURY

Office of the Secretary
Employment Branch, Rm. 1334
15th & Pennsylvania Ave., N.W.
Washington, D.C. 20220

Office of the Comptroller of the Currency
Staffing and Operations
490 L'Enfant Plaza, S.W.
Washington, D.C. 20219

District Personnel Office
Western District
Office of the Comptroller of the Currency
50 Freemont, Suite 3900
San Francisco, CA 94105

U.S. Customs Service
Personnel Services Division
Room 6124
1301 Constitution Ave., N.W.
Washington, D.C. 20229

Customs Regional Offices
Northeast Regional Personnel Office
100 Summer Street
Boston, MA 02110

New York Regional Personnel Office
6 World Trade Center, Rm. 716
New York, NY 10048

North Central Regional Personnel Office
55 East Monroe St., Suite 1501
Chicago, IL 60603

South Central Regional Personnel Office
423 Canal Street
New Orleans, LA 70130

Bureau of Government Financial Operations
Treasury Annex #1, Rm. 108
Madison Place & Pennsylvania Ave., N.W.
Washington, D.C. 20226
Attn: Jim Gary, Summer Employment Program
Coordinator

Internal Revenue Service
National Office Personnel Branch
Summer Employment Coordinator
Rm. 1028, PM:S:N:P
1111 Constitution Ave., N.W.
Washington, D.C. 20224

Bureau of the Mint
Room 921
501 13th St., N.W.
Washington, D.C. 20220

Bureau of the Public Debt
Employment Branch, Rm. 236-1
13th & C. Sts., S.W.
Attn: Summer Employment Coordinator
Washington, D.C. 20226

Bureau of Alcohol, Tobacco and Firearms
Personnel Office, Summer Employment
Coordinator
1200 Pennsylvania Ave., N.W.
Washington, D.C. 20226

Bureau of Engraving and Printing
Summer Employment Coordinator
Room 202-11A
14th & C. Sts., S.W.
Washington, D.C. 20228

U.S. Savings Bonds Division
Summer Employment Coordinator
Rm. 219—Vanguard Bldg.
1111 20th St., N.W.
Washington, D.C. 20226

• U.S. INFORMATION AGENCY

Employment Branch, Rm. 524
301 4th St., S.W.
Washington, D.C. 20547

For Group I: Attn: Ms. W. Lucas
For Groups II and III: Attn: Mrs. J. Martin

• USIA—VOICE OF AMERICA

Office of Personnel, Rm. 1192
330 Independence Ave., S.W.
Washington, D.C. 20547

• VETERANS ADMINISTRATION

VA Central Office (055B)
810 Vermont Ave., N.W.
Washington, D.C. 20420

VA Medical Center, (05)
50 Irving St., N.W.
Washington, D.C. 20422

Note: X-118 MODIFIED FOR SOME POSITIONS